MANIPUR GAZETTE

E X T R A O R D I N A R Y
PUBLISHED BY AUTHORITY

No. 116 **Imphal, Saturday, July 7, 2012** **(Asadha 16, 1934)**

OFFICE OF THE IMPHAL MUNICIPAL COUNCIL

N O T I F I C A T I O N

Imphal, the 5th July, 2012

No. IMC/E/529/2010: In accordance with the provision under Section 211(1) of the Manipur Municipalities Act, 1994, it is hereby notified for information of general public that Imphal Municipal Council propose to frame one Bye-Laws namely "The Draft Imphal Municipal Council Building Bye-Laws, 2012" as approved vide Govt. letter No. 2/11/2011-MAHUD(MUC) dated 14-06-2012.

Any objections and suggestions to the proposed Bye-Laws may be submitted to the Executive Officer, Imphal Municipal Council within 15 days from the date of publication of this Notification in the Official Gazette. The opinion/suggestion received after the said period shall not be entertained.

Copies of the aforesaid Bye-Laws shall be available for inspection in the office of the undersigned from 11 A.M. to 3 P.M. on all working days.

S. ACHOUBI SINGH,
Executive Officer,
Imphal Municipal Council.

DRAFT IMPHAL MUNICIPAL COUNCIL BUILDING BYE-LAWS, 2012

CHAPTER–I
PRELIMINARY

(Under Section 209(1) (iv to vii) of the Manipur Municipalities Act, 1994 (Act No. 43 of 1994).

1. (1) These bye-laws may be called "The Imphal Municipal Council Building Bye-Laws, 2012.

(2) It extends to the whole of the Imphal Municipal Area.

(3) These Bye-Laws shall come into force on such date the Imphal Municipal Council may notify the Bye-Laws in the official Gazette after confirmation by the State Government.

2. In these Bye-Laws unless there is anything repugnant in the subject or context:

(1) "Advertising sign" means any sign, either free, supported attached to a building or their structure which advertise an individual, a firm, a society or any establishment. It does not include signs of size 0.3 sq.m. or less.

(2) "Alley" means a secondary public thoroughfare which affords a means acces to the abutting property.

(3) "Antenna" means any structure or device used to receive or transmit electromagnetic waves, including both directional antennas, such as panels, micro wave dishes and Omni-directional antennas such as whips but not the satellite earth stations. This definition does not include any structure erected solely for residential or non-commercial individual use such as television antennas, satellite dishes etc.

(4) "Authorized Officer" means Officer of the Board duly authorized by the Council for the purpose of these Bye-laws.

(5) "Approved" means approved by the Council.

(6) "Basement" means the lower storey of a building which is minimum 2/3rd of the floor height below the finished ground level.

(7) "Bazar" means a 'market' which is defined under Section 3(26) of the Assam Municipal Act, 1956 as extended to Manipur.

(8) "Council" means the Imphal Municipal Council.

(9) "Building" means a house, hut, shed or other roofed structure, for whatsoever purpose and of whatsoever material constructed and every part thereof, but not include a

tent, or other merely temporary shelters including any kind of temporary shed erected on ceremonial or festive occasions.

(10) "Building line" means the line upto which the plinth of a building adjoining on a street or on an extension of a street or on a future street may lawfully extend. It includes the lines prescribed, if any, in any scheme.

(11) "Ceiling Height" means the vertical distance between the floor and the ceiling.

(12) "Chajja" means a slopping or horizontal structural overhang usually provided over opening on external walls to provide protection from sun and rain.

(13) "Chairperson" means Chairperson of the Imphal Municipal Council.

(14) "Chimney" means an upright shaft containing and encasing one or more flues.

(15) "Conversion" means the change of occupancy or premises to an occupancy or use requiring additional occupancy permit.

(16) "Covered Area" means ground area covered by the building immediately above plinth level, but does not include the space covered by:

(a) garden, rockery, well and well structures, plant nursery, water pool, swimming pool, (if uncovered) plateform round a tree, tank, fountain, bench, chabutra with open top and unenclosed on sides by walls and the like;

(b) Drainage, culvert, conduit, catch-pit, gully-pit, chamber, gutter and the like; and

(c) compound wall, gate, unstoreyed porch and portico, slide swing uncovered staircases, areas covered by chajja and the like.

(17) "Drain" includes a sewer, pipe, ditch, channel and any other device for carrying off sewage, offensive matter, polluted water, sullage, waste water, fain water or sub-soil water, and any ejectors, compressed air mains, sealed sewage mains and special machinery or apparatus for raising, collecting, expelling or removing sewage or offensive matter to the sewage outfall.

(18) "Drainage" means act, process, method or means or drainage, mode of discharge of water, the system of drains.

(19) "Dwelling" means a building or a portion thereof which is desinged or used wholly or principally for residential purposes.

(20) "Exit" means a passage, channel or means of egress from any building storey or floor area to a street or other open space of safety

(21) "Height of Building" means the vertical distance measured in the case of flat roofs, from the average level of the centre line of the adjoining street to the highest point of the building adjacent to the street wall; and in the case of pitched roofs, upto the point where the external surface of the outer wall intersects the finished surface of the sloping roofs and in the case of gables facing the road, the mid-point between the eaves level and the ridge. Architectural features serving no other function except that of decoration shall be excluded for the purpose of taking heights. If the building does not abut on a street, the height shall be measured above the average level of the ground-around the contiguous to the building.

(22) Licensed Architect/Engineer/Town Planner/Firm etc. Means a qualified Architect/ Engineer/Town Planner/Firm etc who has been given license by Imphal Municipal Council and the license shall be valid for one calendar year after which it shall be renewed annually"

Note: Presently, the legislation for profession of architecture is applicable in the counrty in the form of Architects Act, 1972. Whereas, for other professions and professionals like engineers, developers/promoters for taking up any project there is no legislative framework available/applicable in the country. In the absence of any such legislation, the appropriate qualifications, service conditions, professional fees and charges in the engineering profession etc. are varying and are not based on any uniform formula. Keeping the above in view, the qualifications/responsibilities and duties of Professionals are given in Appendix A.

(23) "Lifetime Building" means those buildings which are of post earthquake importance such as hospital building, power house building, telephone exchange building and the like.

(24) "Multi-storeyed Building or High Rise Building" means a building above 4 storeys, and/or a building exceeding 15 meters or more in height. However, chimneys, cooling towers, boiler rooms/lift machine rooms, cold storage and non working areas in case of industrial buildings and water tanks and architechtural features in respect of other buildings may be permitted as a non high rise building. Building less than 15 meters including stilt/basement/packing floors stand excluded from the definition of high rise buildings.

(25) "Foundation" means that part of a structure which is below the lowermost floor and which provides support for the superstructure and which transmits loads of the superstructure to the bearing materials.

(26) "Permissible building line" means a line upto which the plinth of a building adjoining on a street or on a extension of a street or on a future street may lawfully extend. It includes the lines prescribed, if any, in any scheme.

(27) "Public building" means a building used or intended to be used either ordinarily or occasionally as a church, chapel, temple, mosque or any place of public worship,

dharmashala, college, school, theatre, cinema, public concert room, public hall, Mandob, public bath, hospital, hotel, restaurant, lecture room or any other place of public assembly.

(28) "Residential building" means a building used or constructed or adopted to be used wholly or principally for human habitation, and excludes garages, stables and other outhouses appurtenant thereto.

(29) "Side yard" means a yard between the building and the side line of the plot and extending from the front line of the rear line of the plot and being the minimum horizontal distance between a side boundary line and the sides of the building or any other than steps unenclosed balconies or unenclosed porches.

(30) "Set-back line" means the set back line given under Byelaw No. 24.

(31) "Special building" means those buildings with large scale activities at a time such as hotel of 3 Star categories and above, public institutions, hospitals, shopping malls & multiplexes, educational institutions having a plinth area of 1000 sq. metre or more/ educational buildings above Ground +1 storey irrespective of the size of the plinth area etc.

(32) "To erect" means

i. To erect a new building on any site whether previously built upon or not

ii. To re-erect any building of which portion have been down, burnt or destroyed.

iii. Conversion from one occupancy to another; and

iv. To carry out alterations

(33) "To make alterations" means to make any modifications in any existing building by way of addition or alterations or any other change in the roof, window, door compound, sanitary and drainage system in any respect whatsoever. Providing a window and providing inter communication doors shall be considered to be material alterations. It is further included:

Conversion of any building or any part thereof for human habitation as one dwelling house into more than one dwelling house or vice-versa.

i. Conversion of a building or part thereof suitable for human habitation into a dwelling house or vice versa.

ii. Conversion of a dwelling house or a part thereof into a shop, warehouse or factory or vice versa, and

iii. Conversion of a building used or intended to be used for one purpose such as shop, warehouse or factory etc. into one or another purpose.

(34) "To re-erect" means

i. A construction for a second time
ii. A construction of a building or part thereof for subsequent further times on the same plan as has been previously sanctioned.

(35) "Bazar area" means the area bounded on the
North–By Khoyathong Bazar.
South– By the Cachhar Road.
East– By the Imphal Dimapur Road.
West–By Naga and Nambul River.

C H A P T E R II
ADMINISTRATION

3. Particulars to accompany application of re-erecting a building:– Every person who intends to erect or re-erect or alter a building shall give notice in writing to the Chairman of his intention in the form prescribed at Appendix 'A' with duplicate copy of Town Planning Department, Government of Manipur and such notice shall be accompanied by Plans and Statements in triplicate as required under Bye-law 5. The Plans may be ordinary prints on ferro paper. One set of such Plans shall be retained in the office of the Chairman for record after the issue of the permit or a refusal. One copy of such plan shall be retained in the office of Town Planning Department.

4. Every government department, as far as possible shall comply with all the provisions of these bye-laws. They shall also notify with plans, their intention, to the Chairman but may not wait for the permit for starting the work. Where objections have been pointed out by the Board, it shall be obligatory for the department to take necessary action to obviate the objections as laid down in the Government Building Act, 189 (4 of 1899).

5. Plans accompanying Notice:– The following shall accompany the notice:–

(1) Site plan–The site plans sent with an application for permit shall be drawn to a scale of not less than 8 m to 1 cm (or 64 ft. to 1 in) and shall show:

(a) the boundaries of the side and of any contiguous land belonging to the owner thereof;

(b) the position of the site relating to neighbouring streets;

(c) the name of the street in which the building is proposed to the situated;

(d) all existing building standing on the site;

(e) the position of the building and of all other buildings, if any, which the applicant intends to erect upon his contiguous land referred to in (a) in relation to;

(i) the boundaries of the site, and in case where the site has been partitioned the boundaries of the portion owned by the applicant and also of the portion owned by the other owners;-

(ii) all adjacent streets, buildings and premises within a distance of 12 m (or 40ft.) of the site and of the contiguous land, if any referred to in (a); and

(iii) if there is no street within a distance of 12 m. (or 40 ft) of the site, the nearest existing street;

(f) the means of acces from the street to the building and to all other buildings, if any, which the applicant intends to erect upon his contiguous land referred to in (a);

(g) the position and the number of storeys of all other buildings within 12 m.(or 40 ft.) of the site.

(h) the position, forms and dimensions of kitchens, staircases, privies, urinals ,drains, cesspools, stables, cattle sheds, cow-houses, wells and other appurtenances of the buildings;

(i) free passage or way in front of the building;

(j) space to be left about the building to secure a free circulation of air, admission of light and access for scavenging purposes;

(k) the width of the street, if any, in front of the building, if any, at the side or rear of the building; and

(l) such other particulars as may be prescriibed by the Road;
(m) north point; and

(n) the wiidth of front, side and rear yard, existing road side trees, lamp and Telephone posts.

(2) **Building plans:–** The plans of the building and elevations and sections accompanying the notice shall be accurately drawn to a scale of 1m to 1cm (or 8 ft. to 1 in) and coloured. Adequate arrangement for proper drainage shall also be indicated. The plans shall include;

(a) floor plans of all floors together with the covered area, access to buildings and

basement plan. Such drawing shall clearly indicate the sizes and spacing of all supporting members, sizes of room. Sizes of windows, ventilators, door openings and stair rooms;

(b) exact location of essential services e.g. WC, sink, bath and the like;

(c) sectional drawing showing clearly the sizes of footing, thickness of basement walls and all roof slabs and floor slabs, wall construction, sizes and apacing of framing members, ceiling heights and parapet heights with their materials. The section should indicate the drainage and slope of the roof. At least one section should be taken through the staircase,

(d) all street elevation

(e) details of served privy, if any;

(f) dimensions of the projected portions beyond the permissible building line;

(g) terrace plan indicating the drainage and the slope of the roof; and
(h) indication of the north line;

(i) The plans of the building and elevations and sections accompanying the notice shall be accurately drawn to scale of 1 m. to 1 cm. (or 8ft. to 1 inch) and coloured showing different types of works. Adequate arrangement for proper drainage shall also be indicated.

(j) building plans for bamboo houses, huts and sheds may have no sections and elevations.

(3) Private Water supply and Sewage Disposal System– Plan and sections of Private water supply and sewage disposal system, if any, shall also be included,

(4) Every person who intends to erect, re-erect or make material/structural alteration shall obtain building permit by giving an application in writing to the Council in the prescribed form given in Form I to VI duly signed by the "Licensed Architect/Engineer/ Town Planner etc.

(5) Specifications:– Specifications, both general and detailed, giving kind and grade of materials to be used, duly signed by the registered architect/engineer, shall accompany the notice.

(6) Buiding Plans for Lifeline and Special Buildings:– The following additional information shall be furnished/indicated in the building plans in addition to the item specified 5(1), 5(2) and 5(3):

i. Access to fire appliances/vehicles with details of vehicular turning circle/and

clear motorable accsess way round the building.

ii. Size (width) of main and alternate staircase along with balcony approach, corridor ventilated lobby approach;

iii. Location and details of lift enclosure;

iv. Location and size of fire lift;

v. Smoke stop lobby/door where provided;

vi. Refuse chutes; refuse chamber, services duct, etc.

vii. vehicular parking spaces

viii. Refuge area if any;

ix. Details of building service-air conditioning system with position of dambers, mechanical ventilation system, electrical services, boilers, gas pipes etc.

x. Details of exits including provision of ramps etc. for hospitals and special risks.

xi. Location of generator, transformer and switchgear room;

xii. Smoke exhauster system if any;

xiii. Details of fire alarm system network;

xiv. Location of centralized control, connecting all fire alarm system, built in fire protection arrangements and public address system etc.

xv. Location and dimension of static water storage tank and pump room;

xvi. Location and details of fixed fire protection installations such as sprinklers, wet risers, hose reels, derenchers, co 2 installation etc. and

xvii. The proper signs/symbols and abbreviation of all fire fighting systems shall be

xviii. Service Plants: The services plans shall include all details of building and plumbing services, and also plans, elevations and sections of private water. supply, sewage disposal system and rainwater harvesting system, if any (Part 8 'building Services' and Part 9 'Plumbing Services' of the National Building Code).

xix. Specifications: Specifications, both general and detailed, giving type and grade of materials to be used, duly signed by the registered architect, structural engineer shall accompany the plans.

xx. Structural Sufficiency Certificate: The plans shall be acompanied by structural sufficiency certiificate signed by the structural engineer and the owner jointly to the effect that the building is safe against various loads, forces and effects the building is safe against various loads, forces and effects including due to natural disasters, such as, earthquake, landslides cyclones, floods, etc. stipulated under chapter VII of this Bye-law, Part 6 'Structural Design' of the National Building Code and other relevant Codes in Form IV. The structural engineer shall also have the details to substantiate his design.

6. Deviations during construction:–(i) If during the construction of a buildings any deviation of a substantial nature from the sanctioned plan is intended to be made, sanction of the Council shall be obtained before the change is made.

(ii) The Council may arrange from time to time, during the course of construction of a building for such inspection as the council may consider necessary.

7. Fees–

(1) No notice as referred to above in bye-law 3 shall be deemed valid unless and until the person giving notice has paid the fees given below to the Council and an attested copy of the receipt of such payment is attached with the notice:

	For R.C.C., masonry & brickworks:	
1.	Cost of the application Form (Form I-VI)	Rs. 100/- per set
2.	Buildings of plinth area upto 200 square	Rs. 100/- per square metre
3.	Building of plinth area from 200 square metre and above	Rs. 120/- per square metre
4.	For additional storey above Ground +1	Rs. 100/- per square metre
5.	Application Fees for Cinema, Theatre, multiplex, Hotels with Conference Halls in addition to the normal fees	Rs. 10,000/- in addition to normal fees at Sl. 1 to 3.
	Loadbearing buildings	
1.	The plinth area upto 200 square metre	Rs. 50/- per square metre
2.	The plinth area from 200 square metre and above	Rs. 100/- per square metre
	Revalidation of already approved Building Plans	
1.	Revalidation of Plans	Rs. 1,000/- per Annum
	Installation of Communication Towers	
1.	Fee for installation of Towers	Rs. 1,00,000/- per unit
2.	For every Service Provider in case of sharing in addition to fee for installation of Towers.	Rs. 50,000/- per unit
3.	Renewal fee for every service provider	Rs. 50,000/- per unit
	Opening of ATM booths	
1.	Application fee for one booth	Rs. 10,000/-
	Application for a Filling Station	
	Application fee for a filling station	Rs. 40,000/-

(2) The owner shall be allowed to re-submit the revised proposal after complying with all the objections raised by the Council within a period of one year from the date of rejection after which fresh shall have to be paid. In the event of a building permit not issued, 50% of the fees so paid shall be returned to the owner".

8. (i) If within 30 days of the receipt of the notice under Bye-law 3 of these bye-laws, the Council fails to intimate in writing to the person, who has given the notice of its refusal or sanction, the notice with its plans and statements shall be deemed to have been sancioned provided nothing shall be construed to authorise any person to do anything in contravention of or against the terms of lease or titles of the land or against any other bye-laws, regulation or ordinance, operating on the site of the work.

(ii) Once the plan has been scrutinized and objections have been pointed out, the owner giving notice shall modify the plan to comply with the objections raised and re-submit it. The Council shall scrutinize the re-submitted plan and, if there be no further objections, the plan shall not be rejected.

(iii) Notwithstanding anything contained therein the structure contravenes any bye-law or is adjudged structurally unsound, the person shall be deemed liable under these bye-laws.

9. Occupancy certificate: No building hereafter erected, re-erected or altered materially shall be occupied in whole or in part until the issue of an occupancy certificate in the form prescribed in Appendix-B by the authorised officer of the Council, affirming that such building conforms in all respects to the requirements of these bye-laws and is fit for occupation.

10. Unsafe-building:- All buildings or structures which are structurally unsafe, insanitary or not provided with adequate means of egress or which in relation to existing use constitute a hazard to safety or health for any reason of in-adequate maintenance, dilapidation or abandonment are, for the purpose of this bye-law, unsafe buildings. All such buildings shall be considered to constitute danger to public safety which shall be abated by repairs or demolition or as otherwise directly by the Council.

11. Examination of Unsafe Buildings:-The authorised Officer of the Council shall examine every building reported to be unsafe or damaged, and shall make a written record of such examination.

12. Notice to owner and occupier:- Whenever the Council, from the report of the authorized officer, find any building or structure, or portion thereof, to be unsafe as defined under Bye-law 10, it shall give to the owner and the occupier of such building or structure a written notice stating the defects thereof. This notice shall require the owner or the occupier within 30 days to complete specified repairs or improvements or to demolish and remove the building or structure or portion thereof.

13. In case the owner or occupier fails, neglects or refuse to comply with the notice to repair or to demolish the said building or structure or portion thereof, the Council shall cause the danger to be removed whether by demolition or repair of the building structure or portion thereof or otherwise.

14. Cases of Emergency:- In cases of emergency, which in the opinion of the Council, involves imminent danger to human life or health, the decision of the Council shall be final,. The Council shall forthwith or with such notice may be possible, promptly cause such building, structure or portion thereof to be rendered safe or removed for this purpose. The Council may at once enter such structure or land on which it stands,or abutting land or structure, with such assistance and such cost as may be deemed necessary. The Council may also get the adjacent structures vacated and protect the public by an appropriate fence or such other means as may be necessary.

15. Costs:- Costs incurred under byelaws 13 and 14 shall be charged to the owner of the premises involved. Such cost shall be a charge on the premises in respect of which or for the benefit of which the same have been incurred and shall be recoverable as an arrear of revenue.

16. Building or structure over Municipal Drain:- Any masonry building or structure shall not be constructed or extended, over any municipal drain or land.

17. (1) The Executive Officer to sign Form VII, Building Permission Sanction to convey approval of the Building Plan."

(2) Before he signs the passed plans under the byelaw the Chairperson shall obtain a no objection certificate from the Town Planning Department of the Government of Manipur in respect of the particular plan.

(3) The sanction once accorded shall remain valid for 1(one) year. The sanctioned plan may be renewed/revalidated and the Executive Officer to sign Form X, form for revalidation of already approved Building Plan on payment of fee prescribed in Section 7(1).

18. Enforcement of the Bye-laws without prejudice to the operation of any lother law, it shall be the duty of the Council to take necessary actions to institute proceedings against any person who contravenes any of the provision of these bye-laws.

19. Whoever erects, materially alters or commences to erect, materially alters any building without the previous sanction of the council or violets the building permission sanction issued by the Council or contravenes with the provisions of this bye-laws or who interferes or obstruct any authorised personnel in the discharge of his duties shall be guilty of an offence. The Council shall:

i. Punish the person as per the provisions of the Manipur Municipalities Act, 1994.

ii. Take suitable action which may include demolition of un-authorized work, sealing of premises, prosecution and criminal proceeding against the offender, in pursuance of relevent laws in force, as decided by the Council.

iii. Take suitable action against licensed technical personnel and license may be withdrawn in case of an offence as decided by the Council.

iv. The Council reserves the right to take action and to debar/blacklist the licensed technical personnel, if found to have deviated from professional conduct or to have made any misstatement or on the account of mispresentation of any material fact or default either in authentication of a plan or in the supervision of the construction against the building byelaws and the sanctioned building plans.

v. If the Council finds at any time any violation of the building byelaws or mispresentation of fact, or construction at variance with the sanction or building byelaws, inclusive of prescribed documents, the Council shall be entitled to revoke the sanction and take appropriate action against such professional and such professional shall not be authorized to submit fresh plans till finalization of the case.

Before debarring or blacklisting a professional if found to be indulging in professional misconduct or here she/he has misrepresented any material fact as per (a) and (b) above, the Council shall give him a show cause notice with personal hearing and shall pass an order to debar him/her for submission and supervision of the construction with full justification for the same. An appeal against this order shall lie with the Appellate Authority.

20. Conviction no bar to further prosecution. The conviction of any person under the provision of these byelaws for failing to comply with any of the said requirements or obligation shall not operate as a bar to further prosecution under this bye-law for any subsequent failure on the part of such person to comply.

21. Officers not liable for damages:- Any officer of the Council acting in good faith and without malice shall be free from liablility for acts done in the performance of the official duties under any provision of these bye-laws.

CHAPTER - III
SPECIFIC REQUIREMENTS

22. Projections:- No projection of any sort whatsoever extending more than 23cm. (or 9 in) below a height of 4.3 m. (or 14ft.) such as projection on the level of chabutara, Chajja, cornice, water spouts, drains, pipes, advertisement boards and the like shall project over the land of the road or over any drain or over any portion outside the boundaries of the site, provided that projections arising out of the vertical part of the rain water spouts projecting at the road level or the water pipe may be permitted in accordance with the drainage plan.

23. Sun-shades over windows and ventilators:-

(a) Notwithstanding anything contained in these byelaws, no projection of any sort shall be permitted over the land of the road or over any drain or any other portion outside the boundaries of the site below a height of 4.3 m. (or 14ft.) from the ground level.

(b) Sunshades provided above a height of 4.3 m. (or 14ft.) from the ground level shall be permitted to project upto a maximum width of 60 cm. (or 24 in) if the road over they project exceeds 9 m. (or 30ft.) in width.

(c) No projection of any short whatsoever shall be permitted on roads less than 9m. (or 30ft.) in width or on roads having no footpaths.

24. No construction shall be permitted beyond the set back line as provided below

(i) Minimum set back line of the Pallel road from the crossing of the said road and Rifle Range road upto the junction of Pallel road and Keishamthong road is 6 m. (20 ft.) from that part of the boundary of the plot which abuts on the road.

(ii) Minimum set back line of any other public road in the Municipal area is 1.5 m. (5ft.) from that part of the boundary of the plot which abuts on the road.

(iii) Minimum set back line of the National Highway, State Highway, Major Roads and road which are considered to be important in the Municipal area is 3 m. (10ft.) from that part of the boundary of the plots which abuts on the road.

Name of the roads are indicated as the following:-

(1) Kangchup and Uripok Road.

(2) Sagolband Road

(3) Mayang Imphal Road

(4) Nagamapal Road and Nityainanda Leirak Road

(5) Tiddim Road

(6) Pallel Road

(7) Yairipok Road

(8) Ayangpalli Road

(9) Nongmeibung Telipati Road

(10) Ukhrul Road

(11) Dimapur Road

(12) Thangmeiband Road

(13) Road running from Lilashing Khongnangkhong to Lamlong Road

(14) Kongba to Singjamei then to Pishumthong

(15) Khagempali Road continuing Mayaikoibi then to Naoremthong

(16) Uripok Laishram Leirak road linking Lamphel road in the west and north of the Hospital then Lamphel approach road in the north of Lilashing Khongnangkhong.

(iv) For residential plots, the minimum set back from the boundary of the plot in the front, rear and both sides is 1.5 m. (5 ft.) and 0.75 m. ($2^1/_2$ft.) respectively. This will not, however, affect the set back line given in (i) above. And in the case of twin building, it will be treated as one building for the purpose of side set back.

(v) In the bazar area, the side set back is $2^1/_2$ ft. other set back lines in the front and rear will remain the same as appicable to the roads concerned stated above.

(vi) In case of corner plots side space the roads shall not be less than 1.5 m. (5 ft.) from the boundary of the public road.

25. (i) Habitable Room- The height of all rooms for human habitation shall not be less than 2.75 m. (or 9 ft.). The size of the habitable room shall not be less than 9.5 sq. metres (or 100 sq.ft.) with a minimum width of 2.4 m. (or 8 ft). Habitable room shall be provided for the purpose of light and ventilation with windows, doors, ventilators and other apertures having a total area of not less than 1/8th of the floor area of the room excluding doors.

(ii) Bath room, WCs and Stores- The height of all such rooms measured from the floor to the lowest point in the ceiling shall not be less than 2.4 m. (or 8 ft.). Nothing on the ground floor shall be constructed in such a way as to leave a headway of less than 2.4m. (or 8 ft.) provided that in the case of a passage under the landing the minimum headway may be kept as 2.1 m.(or 7 ft.). The size of a bath room shall not less than 1.5 x 1.2 m. (or 5' x 4' ft.) or 1.8 sq. metres or (20 sq. ft.) if it is combined bath room and water closet its floor areas shall not be less than 2.8 sq.metres (or 30 sq. ft.). The minimum floor area of a W.C. shall be 1.1 sq. metres (or 12 sq. ft.) Bath room and w.c's shall be provided with natural light and ventilation by windows and ventilators.

(iii) Kitchen:- The height of the kitchen measured from the floor to the lowest point the ceiling shall not be less than 2.75 m. (or 9 ft).

Every kitchen shall have a floor area of not less than 4.8 sq. m.(or 50 sq. ft.) if there is store or 5.6 sq. metres (or 60 sq. ft.) if there is no store and shall not be less than 1.8 m. (or 6 ft.) in width of any part. A kiitchen which is intended for use as-dining room also shall have a floor area of not less than 9.5 sq. metres (or 100 sq. ft.) with a minimum width of 2.4 m (or 8 ft.).

Every kitchen shall be provided with a flue and properly ventilated with doors, windows and ventilators to be standard prescribed for habitable rooms.

26. Stair Case:-

(i) The minimum clear width of stair cases in case of residential buildings shall not be less than 1 m. (or 3 ft.).

(ii) In case of public buildings a stair case shall be provided for every 300 persons which are expected to use the building. No stir case shall be less than 1.5 m. (or 5 ft.) in width and the farthest comer of the building shall not be more than 18 m. (or 60 ft.) distant from the stair case.

The minimum riser and minimum width of tread of stair case shall be as follows:

Type of building	Maximum riser	Minimum Tread width
Public building	15 cm. (or 6 inch)	30 cm. (or 12 inch)
Domestic buildings	19 cm. (or 71/2 inch)	25 cm. (or 10 inch)

(iii) No flight of stair case should consist of more than 16 steps a time. After that there should be a landing or half landing.

(iv) The minimum clear head room in any stair case shall be 2.1 m. (or 7 ft.) as measured from the top of the riser upto the lowest portion of the ceiling perpendicular above it. Every stair case shall be properly lighted and ventilated.

27. Drainage and Sanitation:- Sites containing Deposited Refuses- No building shall be constructed on any site, on any part of which there is deposited refuse, excreta or other offensive matter to which the Public Health Authority object until refuse has been removed there from and the site has been prepared or left in a manner suitable for building purpose to the satisfaction of the Council.

Provided that, where it is intended to find a building on piles or on reinforced concrete pillars, the Council may approve the erection of such building after the refuse has been appropriately treated by chemical or in some other manner to the satisfaction of the council and has been covered by a layer of sand or other suitable materials to a depth of not less than 0.6 m. (or 2 ft.) or by a layer of cement concrete not less than 15 cm. (or 6 in) thick.

28. Privy, Type to be allowed in an area:-

(i) The Council shall determine in each case whether the premises shall be served by a connected latrine or septic tank or other type, provided that it shall be a connected latrine if a sewer is within 30 m. (or 100 ft.) of the site, provided further that until the sewer begins to function a served latrine may be permitted subject to the condition that it shall be converted into a connected latrine as and when required by the Council.

(ii) The Council may refuse to permit the construction of any latrine or urinal at a particular place, if in its opinion, such latrine or urinal would be a nuisance in the neighbourhood or would be objectionable to the occupants of the neighbouring buildings.

(iii) Every house should have one latrine, pit latrines should be at least covered and away from the tank, living room and kitchen by at least 25 ft.

(iv) Cow-sheds should be 25 ft. away from living rooms, kitchen, tank.

29. Rain water Pipes:-

(a) (i) Rain water pipe shall be at least 75 mm. (or 3 in) in diameter and be constructed of cast iron, wrought iron glazed stoneware, asbestos or other equally suitable material and shall be securely fixed.

(ii) A rain water pipe conveying rain water shall discharge directly or by means of a channel into or over an inlet to a surface drain or shall discharge freely in a compound drain to a surface drain, but in no case shall it discharge directly into any closed drain.

(iii) Whenever a rain water pipe cannot discharge into or over an inlet to a surface drain or in a compound drain to a surface drain and if a street drain within 30 m (or 100 ft.) from the boundary of the premises, such rain water pipe shall discharge into a gully which shall be connected with the street drain.

(iv) If such street drain is not available within 30 m.(or 100 ft.) of the boundary of the premises, a rain water pipe may discharge over a street provided its outlet is not more than 30 cm. (or 1 ft.) above the surface of the street.

(v) A rain water pipe shall not discharge into or connect with any soil pipe or soil ventilation pipe or any waste pipe or any waste ventilation pipe, nor shall it discharge into a sewer unless specifically permitted to do so by the Council in which case such discharge into a sewer shall be intercepted by means of a gully trap.

(b) All sullage drains of a building shall be connected to the back street or land and not on the main road on which the building abuts without the special permission of the Council.

30. The penalty for the infringement of any of the bye-law Nos. 22 to 29 shall be (a) a fine not exceeding Rs. 500/- and in the case of continuing infringement a daily fine not exceeding Rs. 100/- for each day after written notice of the offence is served by the Chairperson or the authorised officer.

CHAPTER - IV
HEALTH, SANITATION AND OTHER REQUIREMENT

31. Every person who erects a building shall provide a means of access to such building a clear way, not less than 3.6 m. (or 12 ft.) in which upto 3 storeys and 5 m. (or 16 ft.) in width beyond three storeys from a street to the entrance door of such building, such pathway to be, so long as it is used as a means of access to that building maintained free from any obstruction and shall not at any time cause or permit any portion of any building below a height of 5 m. (16 ft.) to overhang or project over or into such passage.

32. No building shall be erected so as to deprive any other building of the means of access as provided in this chapter.

33. Every person who erects a building shall indicate upon any plan, required to be furnished by him in accordance with these byelaw, the whole area of such means of access by a distinguishing colour and description.

34. Every person who erects a building shall not at any time erect or cause or permit to be erected or re-erected any building which in any way encroaches upon or diminished the area so set apart for this purpose.

35. the space so set apart shall be separately distinguished from any house gully or open space required to be provided under any other byelaw enforced by the Council.

36. Every such means of access shall be drained and lighted to the satisfaction of the Board and manhole covers OT other drainages, water or any other fittings laid in such means of access shall be flush with the finished surface level so as not to obstruct the safe travel over the same.

37. A person who under takes construction work on building shall not reduce the access to any building previously existing below the minimum width as required under Byelaw 31.

38. The means of access under these byelaws shall not be deemed to be suitable and sufficient until they have been approved by Board who shall have power to prescribe the width of the clear way which he shall communicate.

39. **Access to Dwelling Units and Rooms-** In every building containing more than one dwelling, access shall be provided to each dwelling unit without the necessity of passage through any other dwelling unit.

40. **Open Space Requirements:-**

Open Air Space:- Every room intended for human habitation shall abut on an interior or exterior open air space or on an open verandah opening on to such interior or exterior toilet open space.

41. Joint Open Air Space:- Every such interior or exterior open air space unless the latter is a street, shall be maintained for the benefit of such building exclusively and shall be entirely within the owner's own premises.

42. If such interior or exterior open air space is intented to be used for the benefit or more than one building belonging to the same owner, then the width of such open air space shall be equal to one-half of the height of the tallest building on such open air space.

43. Open Space to be open to Sky Every open space, whether exterior or interior, provided in pursuance of any regulation or byelaw or under an agreement lodged with the Board shall be kept free from any erection thereon.. shall be open to the sky. Every open space or, chowk provided under these byelaws shall have a suitable and sufficient access. No open drain, except for rain water, shall be constructed in any open space required by these byelaws.

44. **Open Space Around Residential Buildings**

(a) Front Open Space:

(1) Every residential building shall have a front of minimum width 3 m. (or 10 ft.) and in the case of two or more sides a width of an average of 3 m. (or 10 ft.) and in no case shall not be less than 1.8 m. (or 6 ft.). Such a yard shall form an inseparable part of the site of the building.

(2) In the case of residential building whose rear boundary abuts a public road, no erection, re-erection or material alteration of that building shall be undertaken if the opposite egde of the back street on which the building abuts, straight lines drawn downwards and outwards from the line of intersection of the true surface of any rear wall of the building with the roof perpendicular to that line form an angle of more than 63^{o} to the horizontal.

(3) Rear Open Space to Extend throughout the Rear Wall-The Rear open space provided under the foregoing clauses shall be co-extensive with the entire face of the rear wall. If a building abuts on two or more public roads, such rear open space shall be provided throughout the entire face of the rear wall. Such rear wall shall be the wall and the opposite side of the face of the building abutting on the wider street unless the Board otherwise direcets.

(b) Side Open Space

(1) Every residential building shall have a permanently open air space not less than

1.2 m. (or 4 ft.) on both sides other than its flout and rear, and such side open space shall form an inseparable part of the site. If any of the sides of such building abuts on public road then the side open space shall be equal to the minimum front open space prescribed under this bye-law.

(2) Every habitable room not receiving light and air from either the front or rear of a building in accordance with 45^0 to 60^0 rules shall have the whole of one side thereof abutting an open space a permanently inseparable part of the site.

45. Open Space for Building other than Residential:- The rules applicable to residential building with regard to front open space, rear open space and side open space and the angles 45^0 and $63^1/_2{}^0$ governing erection, re-erection or material alteration of a residential building shall also be applicable to business and industrial building with the approval off the Chief Commissioner.

46. Safeguard against Reduction of Open Space:- No construction work on a building shall be allowed if such work operation to reduce an open air space of any other adjoining building belonging to the same over to an extent less than what is prescribed by any of the byelaws in force at the time of the proposed work or reduce further such open space if it is already less than that prescribed.

47. Building Abutting on Two public roads:- If a building abuts on two or more public roads of different widths, the building shall be deemed for the purpose of the bye-law to face upon the road that has the greater width and the height of the building shall be regulated by the width of the road and may be continued at this height to a depth of 13.5m (or 44 ft.) along the narrow road subject to conformity with bye-laws 44 and 45.

48. Bazar Area:- In new Bazar area and continuous shops provision shall be made for an arcade of 1.8 m. (or 6 ft.) width to be built by the allottee as public passage.

49. Additions or Extension to a Building:- No addition or extension to a building shall be allowed unless the addition or extension is such as would be permissible if the whole building was re-constructed from the Plinth with the open space required under these bye-laws applicable to the site of the building at the time of purposed addition, and no addition or extension to a building shall be allowed which would diminish the extent of air space below the minimum requirement under these bye-laws.

50. Building line:- The front of every building shall be in the same line as far as possible and the Council shall see that the building or buildings are constructed in the same line after giving the provision for set back mentioned in Bye-law 2.4.

51. Covered Area:- Subject to Bye-law Nos. 24 and 44 the maximum covered area of buildings of different classes shall be as under:-

(i) In a bazar or market area:- The covered area shall not exceed 80% of the area of the site provided that sufficient of-street parking facilities for loading and unloading of

vehicles are provided on the same plot off the building.

(ii) In case of Industrial building:- The covered area shall not exceed 60 % of the total site area. Bye-law Nos. 24 and 44 will not affect this provision.

(iii) In residential area the covered area shall not be more than 2/3 of the plot area.

CHAPTER-V
CINEMA, THEATRE AND PUBLIC ASSEMBLY HALLS

52. (i) No person shall erect a building intended to be used as cinema, theatre, or public assembly hall, or convert the use of any exist building to any such purpose, unless such building is set back at least 6 m. (or 20 ft.) from the regular line of the public road if no such regular line exists.

(ii) Cinema building shall conform also to the provisions laid down by the Cinematograph Act in force and the rules framed thereunder.

53. If any portion of such building is intended to be used as a domestic building, such portion (except accommodation for the caretaker and his family) shall comply with the provisions of the bye-laws for domestic building.

CHAPTER-VI
GENERAL REQUIREMENTS

54. (1) (i) All buildings under this chapter shall conform to the following general requirement in regards to water supply, drainage and sanitation.

(ii) All premises intended for human habitations, occupancy or use shall be provided as far as possible with a supply of pure and wholesome water, neither connected with unsafe water supply, nor subject to hazard of back flow.

(iii) Plumbing fixtures, device and appurtenances if any shall be supplied with water in suffucient volume and at pressure adequate to enable them to function satisfactorily and without undue noise under all normal conditions of use.

(iv) Plumbing shall be designed and adjusted to use the minimum quantity of water consistent with proper performance and cleaning.

(v) Devices for heating and storing water if any shall be so designed and installed as to prevent dangers from explosion thought over-heating.

(vi) Every building having plumbing fixtures installed and intended for human habitation, occupancy, or use on premises abutting on a public road, alley or easement in which there is a public sewer shall have connection with the sewer.

(vii) Each family dwelling unit on premises abutting on a sewer or with a private sewage-disposal systemm shall have, at least, one water closet and one kitchen type sink.

(viii) All other structures for human occupancy or use on premises abutting on a sewer or with a private sewage-disposal system shall have adequate sanitary facilities but in no case less than one water-closet and one other fixture for cleaning purposes.

(2) WATER SUPPLY:

(i) Water supply shall be provided for residential building, office buildings, factories, hospitals, Nurses home and medical quarters, hostels, restaurants, cinemas, concert halls, theatres, art Galleries, Libraries, Museums, Bus Stations, Schools, Colleges, and such other buildings as may be required by the Board for drinking and other necessary uses.

(ii) There shall be at least one tap from the piped water supply from drinking purposes for one or two houses.

(3) DRAINAGE AND SANITATION REQUIREMENTS:

(A) There shall be at least one water tap and arrangements for drainage in the vicinity of each water closet or group of water closets in all buildings.

(B) Residences.

(i) Dwellings, with individual conveniences shall have at least the following fitments:-

(a) One bath room provided with a tap.

(b) One water closet; and

(c) One nahanit or sink either in the floor or raised from the floor.

Where only water closet is provided in a dwelling, the bath and water closet shall be separately accommodated.

(C) Buildings other than Residences:

(i) The requirements for fitments for drainage and sanitation in the case of buildings other than residences shall be in accordance with Table- I to X as follows:-

Table I Office building

Table II Factories

Table III	Cinemas, concert halls and theatres
Table IV	Art galleries, libraries and museums
Table V	Hospitals, indoor and outdoor patient wards
Table VI	Hospitals, administrative buildings, medical staff quarter and nurses' homes.
Table VII	Hotels
Table VIII	Restaurants
Table IX	Schools
Table X	Hostels.

CHAPTER VII
STRUCTURAL SAFETY

55. **(1) Structural Design:-** For any building construction work under the jurisdiction of these bye-laws, structural design/retrofitting shall only be carried out by a structural Engineer on Record (SER) or Structural Design Agency on Record (SDAR). Proof checking of various design/reports shall be carried out by the Council as per Table-VI wherever applicable.

Generally, the structural design of foundations, elements of mansory, timber, plain concrete, reinforced concrete, pre-stressed concrete and structural steel shall conform to the provision of part VI Structural Design Section-1 loads, Section-2 foundation, Section-3 wood, Section-4 masonry, Section-5 concrete & Section-6 Steel of National Building Code of India (NBC), taking into consideration the Indian Standards as given below.

(2) For General Structural Safety:

(a) IS 456-2000" Code of Practice for plain and reinforced concrete

(b) IS 800-1984" Code of Practice for general construction in steel

(c) IS 801-2975" Code of Practice for use of Cold formal Light Gauge Steel Structutral Members in General Building Construction

(d) IS 875 (Part 2): 1987 Design Loads (other than earthquake) for buildings and structures part 2 Imposed Loads

(e) IS 875 (Part 3): 1987 Design Loads (other than eatrthquake) for buildings and structures part 3 Wind Loads

(f) IS 875 Part 4): 1987 Design Loads (other than earthquake) for buildings and structures part 4 Snow Loads

(g) IS 875 (Part 5) : 1987 Design Loads (other than earthquake) for buildings and structures part 5 special laods and load combination

(h) IS 883-1966" Code of Practie for Design Structural Timber in Building

(i) IS 1904-1987" Code of Practice for Structural Safety of Buildings : foundation"

(j) IS 1905-1987" Code of Practice for Structural Safety of Buildings : Masonry walls

(k) IS 2911 (Part I) : Section 1 : 1979" Code of Practice for Design and Construction of Plie foundation Section 1

Part 1 : Section 2 Based Cast-in-situ piles
Part 1 : Sectuin 3 Driven pre-cast concrete Piles
Part 1 : Section 4 Based Pre-cast Concrete Piles
Part 2 : Timber Piles
Part 3 : Under Reamed Piles
Part 4 : Load Test on Piles

(3) For Cyclone/Wind Storm Protection :

a) IS : 875 (3)-1987 :code of Practice for Design Loads (other than earthquake) for Buildings and Structures, Part 3, Wind Loads"

b) Guidelines (Based on IS 875 (3) 1987) for improving the Cyclonic Resistance of Low rise houses and other building

(4) For Earthquake Protection :

a) IS : 1893-2002 "criteria for Earthquake Resistant Design of Structures (Fifth Revision)

b) IS : 13920-1993 "Ductile Detailing of Reinforced Concrete Structures subjected to Seismic forces-Code of Practice"

c) IS : 4326-1993 "Earthquake Resistant Design and Construction of Buildings - code of practice (Second Revision)"

d) IS : 13828-1993 "Improving Earthquake Resistant of Low Strength Masonry Buildings-Guidelines"

e) IS : 13827-1993 "Improving Earthquake Resistant of Earthen Buildings-Guidelines"

f) IS : 13935-1993 "Repair and Seismic Strengthening of Buildings-Guidelines"

(5) For Protection of Landslide Hazard :

a. IS : 14458 (Part 1) : 1998 Guidelines for retaining wall for hill area : Part 1 Selection of type wall.

b. IS : 14458 (part 2) : 1997 Guidelines for retaining wall for hill area; Part 2 Design of retaining/breast wall.

c. IS: 14458 (Part 3):1998 Guidelines for retaining wall for hill area: Part 3 construction of dry stone walls

d. IS : 14496 (Part 2); 1998 guidelines for preparation of landslide-hazard zonation

e. maps in mountains terrains; Part 2 Macro-zonation.

Note : Whenever an Indian Standard including those referred in the National Building Code or the Indian National Building Code is referred; the latest revision of the same shall be followed except specific criteria, if any, mentioned above against that code.

56. Structural Design Basis Report :

In compliance of the design with the above Indian Standard, the Structural Engineer on Record will submit a structural design basis report in the format given in appendix-B convering the essential safety requirements specified in the Standard.

57. Review of Structural Design :

a) The Council shall create a Structural Design Review Panel (SDRP) consisting of Senior Structural Design Engineers on Record and Structural Design Agencies on Record, whose task will be to review and certify the design prepared by Structural Engineer on Record or Structural Design Agency on Record whenever referred by the competent authority

b) The Reviewing Agency shall submit addendum to the certificate or a new certificate in case of subsequent changes in structural design.

c) Table below gives requirements of SDRP for structures of different complexities.

PROOF CHECKING REQUIREMENTS FOR STRUCTURAL DESIGN

No.	TYPE OF STRUCTURE	SUBMISSION FROM SER OR SDAR	TO BE PROOF CHECKED
1	Highrise building, buildings above 1000 square metre plinth area and more than Ground+2 and above	Structural Design Basis Report	To be checked
		Preliminary design	To be checked
		Structural design/drawings	To be checked
2	Public buildings with more than 1000 square metre plinth area and more than Ground+2 and above	Structural Design Basis Report	To be checked
		Preliminary design	To be checked
		Structural design/drawings	To be checked
3	Lifeline & Special buildings and Special Structures	Structural Design Basis Report	To be checked
		Peliminary design	To be checked
		Structural design/drawings	To be checked

Notes :

* Public buildings means assembly of large number of people including schools, hospitals, courts etc.
* Special structure means large span structures such as a stadium, assembly halls or tall structures such as water tanks, TV tower, chimney, etc. and the requirement of third party verification will depend on the type of structure.

58. Supervision :

All construction including load bearing buildings upto 3 storeys shall be carried out under supervision of the Construction Engineer on Record (CER) or Construction management Agency on Record.

59. Building Service :

The planning, design and installation of lifts and escalators shall be carried out in accordance of Part VIII Building Services, Section 2 Electrical Installations, Section 3 Air Conditioning & Heating, Section V Installation of Lifts & Escalators of National Building Code of India, 2005.

60. Fire Safety Detection and Distinguishing System :

a) The Council while according permission shall follow the Code of Practice and Standards of Requirement recommended in the national Building Code of India.

b) Fire protection and extinguishing system shall conform the accepted standards and shall be installed as recommended in the National Building Code of India and to the satisfaction of Directorate of Fire Service.

Chapter – VIII
RAIN WATER HARVESTING & RECYCLING OF WASTE WATER

61. Rain Water Harvesting :

a) Water Harvesting : Water harvesting through storing of water runoff including rainwater in all existing and new buildings on pilots of 100 squre metre and above will be mandaroty. The plans submitted shall indicate the system of storm water drainage along with points of collection of rain water in surface reservoirs or in rechazrge wells.

b) Soft Cover : Provision for soft cover should be included in the plan for building sites :

i. For any building having a minimum covered area of 500 square metre, the applicant should provide soft cover of at least 15% of the plot area.

ii. For any other building, having lesser covered area, the soft cover should be at least 10% of the plot area.

62. Recycling of waste water :

All buildings having a covered area of 500 Sq.mts or minimum discharge of 10,000 litre and above per day shall incorporate waste water recycling system. The recycled water should be used for non drinking purposes.

63. Incentive for rainwater harvesting/Recycling of Waste water :

The incentives in terms of rebate of 10% on building permission fees will be given by the Council for owners or their successors-in-interest who undertake both recycling of waste water and rain water harvesting structures.

64. Energy Conservation Building :

Building or building complexes having a connected load of 100 KW will be regulated as per the Energy Conservation Code 2007 as amended. Generally buildings or complexes having air conditioned area of 1,000 sq.m. or more will also fail under this category.

Chapter – IX
FACILITIES FOR PERSONS WITH DISABILITIES

65. Applicability :

These byelaws are applicable to all private and public buildings (proposed and existing) used by the public and shall not be restricted to a single floor or storey but shall allow free & full accessibility to the entire building.

66. Definitions :

a) Non-Ambulatory Disabilities : Impairment that regardless of cause or manifestation, for all practical purpose, confines individuals to wheelchairs.

b) Semi-Ambulatory Disabilities : Impairments that cause individual with difficulty or insecurity, idividuals using braces or crutches, arthritis, and those with pulmonary and cardiac ills may be semi-ambulatory.

c) Hearing Disabilities : Deafness or hearing handicaps that might make individual insecure in public area because he is unable to communicate or hear warning signals.

d) Sight disabilities : Total blindness or impairments affecting sight to the extent that the individuals functioning in public areas in insecure or exposed to danger.

e) Wheel Chair : Chair used by disable people for mobility. The standard size of the wheel chair shall be taken as 1050mm x 750mm.

67. Guiding/Warning Floor Materials :

The floor materials to guide or warn the visually impaired persons with a change of colour or material with different texture and easily distinguishable from the rest of the surrounding floor materials is called guiding warning floor materials. The materials with different texture give audible signals with sensory warning when a person moves on this surface with walking stick, it is meant to give the directional effect or warn a peron when at critical places.

68. Visual Signage :

Appropriate identification of specific facilities within a building for the persons with disabilities should be done with proper signage. Visually impaired persons make use of other senses such as hearing and touch to compensate for the lack of vision, whereas visual signals benefit those with hearing disabilities.

Signs should be designed and located so that they are easily readable by using suitable letter size (not less than 20 mm) high. For visually impaired persons, information board in Braille on the wall at a suitable height and it should be possible to approach them closely. To ensure safe walking there should not be any protruding sign which creates construction in walking. Public address system may also be provided in busy public areas. The symbols/information/should be in contrasting colour and properly illuminated because people with limited vision may be able to differentiate amongst primary colours.

69. Site Planning :

To accommodate the persons with disabilities and elderly people each building and its site should be planned and designed as an integral unit from the very beginning of the design proces.

a) Walks and Paths :

Walking should be smooth, hard level surface suitable for walking and wheeling. The minimum walkway width should be 1200 mm. And for moderate two ways traffic should be 1650 mm -1800 mm. Longitudinal walk gradient should be 3 to 5% (30mm to 0.50 mm in meter). When walk exceed 60 meter in length it is desirable to provide rest area adjacent to walk at convenient

intervals with space for bench seats. For comfort the seat should be between 350 mm to 425 heights but not over 450 mm. Texture change in walkways adjacent to sitting will be desirable for blind persons.

b) Parking : For parking of vehicles the following provisions shall be made :

i. Surface parking for two car spaces shall be providfed near entrance for the persons with disabilities with maximum travel distance of 30 m from building entrance.

ii. The width of parking shall be a minimum of 3.60 m

iii. The information stating that the space is reserved for wheel chair users shall be conspicuously displayed.

iv. Guiding floor materials shall be provided for a device, which guides visually impaired persons with audible signals, or other devices, which served the same purpose, shall be provided.

c) Building requirements :

The specified facilities for the building for persons with disabilities shall be as follows :

a. Approach to plinth level : Every building should have at least one entrance accessible to the disabled and shall be indicated by proper signage. This entrance shall be approached through a ramp together with the stepped entry.

b. Ramped Approached : Shall be finished with non-slip materials. Minimum width of ramp shall be 1000 mm with maximum gradient 1:12 length of ramp shall not exceed 9.0 m having 800 mm. high handrails on both sides.

c. Exist/Entrance Door : Minimum clear opening of the entrance door shall be 900 mm.

d. Entrance Landing : Entrance landing shall be provided adjacent to ramp with a minimum dimension of 1800 mm x 2000 mm. finishes shall have a non-slip surface with a texture traversable by a wheel chair.

e. Corridor connecting the entrance/exit for the handicapped : The corridor shall be provided as follows :

i. "Guiding floor materials' shall be provided for device than emit sound to guide visually impaired persons.

ii. The minimum width shall be 1500 mm.

iii. in case of level difference, slope ways shall be provided with a slope of 1.2.

f. Handrails shall be provided for ramps/slope ways.

g. Stairways : One of the stairways near the entrance/exit for the disabled shall have the following provisions :

i. The minimum width shall be 1350 mm.

ii. Height of riser shall not be more than 150 mm.

iii. Maximum number or riser on flight shall be 12.

iv. Handrails shall be provided on both sides.

h. Lifts : Wherever lifts is required as per bye-laws, provision for at least 1 lift shall be made for the wheel chair user with the following cage dimensions of lift recommended for passengers lifts of 13 persons capacity.

Clear internal depth - 1100 mm.
Clear internal width - 2000 mm.
Entrance door width - 900 mm.

i. A handrail not less than 600 mm long at 900 mm - 1000 mm above floor level shall be fixed adjacent to the control panel
ii. The lift lobby shall be of minimum 1800mm x 1800 mm or more.
iii. The time of an automatically closing door should be minimum of 5 seconds and the closing sipped should not exceed 0.25 metre/sec.
iv. The Cage interior should be provided with a device that audibly indicates the floor the cage has reached and indicates that the cage has reached and indicates that the cage door for entrance/exit is either open or closed.

i. Toilets : One special W.C. in a set of toilet shall be provided for the use of disabled with essential provision of wash basin near the entrances for the handicapped. The minimum size of a toilet shall be 1500 mm x 1750 mm. The minimum clear opening of the door shall be 900 mm and the door shall swing out. Suitable arrangement of vertical horizontal handrails with 50 mm clearance from wall shall be made in the toilet. The W.C. seat shall be 500 mm from the floor.

j. Drinking Water : Suitable provision of drinking water shall be made for the disabled near the special toilet provided for them.

CHAPTER - X
PARKING SPACES FOR ALL TYPES OF BUILDINGS

70. Parking Space

1) No off-street parking space shall be less than 15sq.m. (3.0 m in width and 5.0 m in length), for a motor car, with a minimum head room of 2.4 m, if parked in a covered area.

2) The minimum width of circulation driveway to be provided for adequate maneuvering of vehicles shall be 4.00 m for cars and 5.00 m for trucks exclusive of parking space referred to in (1) above. However, a projection from a height above 5.50 m from the ground level may be permitted keeping the mandatory open space open to sky.

3) The parking layout plan shall be so prepared that the parking space for each vehicle becomes directly accessible from driveway or circulation driveway or aisles. However stack car parking arrangement will be allowed in such a way that every car can be moved by shifting not more than one car.

4) The Parking spaces shall be located beyond the mandatory setback spaces as provided in these Bye-Laws.

5) For building with different uses, the area of parking space shall be worked out on the basis of respective uses separately and parking spaced to bed provided for the total number of vehicles thus required.

6) In case of a plot containing more than one building, parking requirement for all buildings shall be calculated on the basis of consideration of the area of reapective uses.

7) The Minimum Off-street Parking space shall be as shown in table below.

No.	Type of use	Open parking space for a (four) wheelers	Open parking space for 2 (two) wheelers
1	Residential building	1 car for every 60 sq. metre of floor space	1 for every 40 sq. metre of floor space
2	Theatres, cinemas, auditorium	1 car for every 10 seats	1 for every 5 seats
3	Retail business	1 car for every 20 sq. metre of sales area	1 for every 10 sq. metre
4	Office building	1 car for every 20 sq. metre of floor space	1 for every 20 sq. metre of floor space
5	Hospital	1 car for each cabin 1 car for every 10 beds 1 car for every 2 doctors	1 for every bed
6	Restaurants	1 car for every 5 seats	1 for every 4 seats

CHAPTER – XI
MISCELLANEOUS PROVISIONS

71. Installation of Communication Towers :

1) Definition : Communication tower shall include antennae fixtures, fabricated antenna, tower to install the telephone lines and transmission towers. This will not include the antennas installed for domestic purpose, namely television antennas or dish antennas.

2) Application for permission :

i. Location : The telecommunication infrastructure shall be either placed on the building roof tops or the ground or open space within the premises.

ii. Installation of base station antenna shall be allowed only on :

a. The building which abuts on minimum 9.00 metre wide road in order to reduce the risk caused by an earthquake or wind related disaster.

b. The existing sites of the Cell Towers abutting on roads having ROW less than 9.00 metre could only be regularised after specific clearance from the Fire Department regarding the width of the road.

c. The base station antennas should at least be at least 3 metre away from the nearby building and antennas should not directly face the building. Further, the lower end of the antenna should be at least 3 metre above the ground or roof.

d. Sign Boards/Warning signs are to be provided at Base Station Antenna sites which should be clearly visible and identifiable. A warning sign should be placed at the entrance of each zone.

e. "Warning Sign" should discourage longer stay in the zone, even for the maintenance person. The sign board may contain the following text :

1. Danger! RF Radiations, Do not enter.
2. Restricted Area

f. The Operator shall display on board (minimum sixe 24" x 48") at conspicuous space of the building at Ground Floor the following details :

1. Operators Name & Address
2. Contact Persons name, Address & Tel No.
3. Address of Complaint Redressing Authorities with Tel No.
4. Police Control Room : 000
5. Fire Control Room : 000
6. Ambulance : 000
7. Details of Insurance Policy.

g. The operators, who have erected Cell Towers without permission, shall apply to the Council for regularisation within 30 days.

h. No towers shall be permitted to be erected within 100m radius of schools, colleges, hospitals, nursing homes, religious institutions, lifeline buildings and the like.

Antenna should not face hospitals nursing homes, religious institutions, lifeline buildings and the like and should be placed at a minimum of 3mts above the base.

III. Type of structure :

a) Steel fabricated tower or antennas on M.S. pole
b) Pre-fabricated shelters of fibre glass or P.V.C. on the building roof top/terrace for equipment.
c) Masonry Structure/Shelter on the ground for equipment.

IV. Requirement : Every applicant has to furnish the following :

a) Obtain/procure the necessary permission from the "Standing Advisory Committee on Radio Frequency Allocation" (SACFA) issued by Ministry of Telecommunications.
b) Site plan in the scale of 1:200.
c) Before erection of cell tower, application shall be filed by the owner(s) and the mobile service provider. Copy of the agreement between the service provider and the owner shall also be submitted along with the application.
d) Drawing of tower with complete details including specifications of foundations and design parameters.
e) Height of the tower along with its elevation.
f) In case the tower is in the vicinity or adjoining to high or low tension line then the distance from the same shall be clearly indicated in the drawings. NOC from the MeSEB has to be furnished accordingly.
g) Erection of Tower shall only be permitted only on regularized buildings.

h) Produce the structural stability certificate from any one of the 6 (six) institutions are required to be obtained by the Cellular and Basic Cellular Operators.

Manipur Institute of Technology, Imphal
National Institute of Technology, Imphal
National Institute of Technology, Silchar
Indian Institute of Technology, Guwahati
Central Building Research Institute, Roorkee
Rail India Technical & Economic Services Ltd. (RITES), Delhi.

i) In case it is a roof top tower, the applicant has to produce/submit approved buildings plans along with the structural safety certificate from the registered structural engineer that the building can take the additional load of the tower. The certificate is to be vetted by any one of the following institutions :

Manipur Institute of Technology, Imphal
National Institute of Technology, Imphal
National Institute of Technology, Silchar
Indian Institute of Technology, Guwahati
Central Building Research Institute, Roorkee

j) For Ground Base Towers, a soil test report has to be submitted.

k) Submission of undertaking from the Operator that the installation of cell Tower does not cause any adverse effect to the health of human being of the area.

l) Indemnity bond to take care of any loss or injury due to accident caused by the tower (including a declaration to the effect that the application shall take special precaution for fire safety and lightning and he shall be solely responsible for paying all kinds of compensation and damages and would be responsible for any civil or criminal case arising there from).

m) The Service provider company shall provide 3rd Party Insurance and details of the Insurance shall be depicted on the Display Board.

n) Mobile companies shall indicate the capacity of tower or antenna in megawatt.

o) In case the tower is proposed in residential areas or in the vicinity thereof or near public or semi-public buildings, NOC from owners of adjoining buildings and requisite stakeholders shall have to be obtained.

p) In case the mobile tower is proposed to be installed in the vicinity of any airport, NOC from the Airport authorities shall be submitted.

q) Generator sets installed at the tower site to cater to the power requirements of the antenna should conform to the noise and omission norms and other requirements prescribed by the Manipur Pollution Control Board.

r) The Cellular & basic Telecom Operators shall produce a certificate from the Manufacturer of the D.G. set to the effect that set installed meets the following standards and guidelines as laid down in the Noise Pollution (Regulation and Control) Rules, 2000 as notified by the Ministry of Environment and Forest vide its notification dated 14th February, 2010.

s) A certificate from Manipur Pollution Control Board indicating fulfilment of "o" & "p" above.

t) Any other information/data required by the Council.

3) Projections :

i. No Pager and/or Telephone Tower shall project beyond the existing building envelop of the building on which it is erected in any direction.

ii. The distance of the tower from the electric line or pole or tower thereof shall not be less than the height of tower plus requisite distance from respective high or low tension line.

4) Inspection of tower :

The Executive Officer of the Council or his authorised representative shall inspect the wireless telecommunication towers to :

i. Conduct inspections of the telecommunication tower and other facility once in every 6 (six) months to ensure its structural safety and continuing compliance with these bye-law.

ii. Conduct inspections to check abandonment or discontinuation of use and issue notice of discontinuation/notice for removal of the structures within 30 days from the date of notification.

5) Penalties for violation of Bye-law :

Whoever erects, materially alters or commences to erect, materially alters any transmission tower without the previous sanction of the council or violates the Tower permission sanction issued by the Council or contravenes with the provisions of this bye-laws or who interferes or obstruct any authorised personnel in the discharge of his duties shall be guilty of an offence. The Council shall :

1. Punish the person as per the provisions of the Manipur Municipalities act, 1994.
2. Take suitable action which may include demolition of un-authorized works, sealing of premises, prosecution and criminal proceeding against the offender, in pursuance of relevant laws in force, as decided by the Council.
3. Take suitable action against licensed technical personnel and license may be withdrawn in case of an offence as decided by the Council.
4. Impose a fine of not exceeding Rs. 5,000/- (Rupees five thousand) only payable within one month from the date of final notification and to a further fine not exceeding two hundred rupees for every day during which the operator continues to violate this Bye-law. Final notification shall be issued only after the operator is given a reasonable opportunity of being heard for showing cause within a period of 30 days.

6) Renewal of No objection Certificate (NOC) :

1. NOC issued by the Council is valid for 5 (five) years only. The NOC shall be got renewed on payment of requisite fee as prescribed in section 7(1).
2. The Towers existing for more than 5 (five) years are also required to be renewed within 3 (three) months from the date of notification of this bye-law in the gazette on payment of requisite fee.
3. The Council reserves its right to withdraw permission/NOC at any time without assigning any reason.

7) Sharing of tower/Co-location of Tower :

The telecom operators may share the towers for fixing their respective antennas. The same are required to adhere to the prescribed technical requirements, so as to curtail multiplicity of towers as well as to optimize the use of the existing ones.

72. Gasoline (Motor Fuel) Filling Stations and Gasoline Filling cum Service Stations :

1) Definitions :

a) The term "Filling station" is a piece of retail business engaged in supplying and dispensing of Gasoline (Motor Fuel) and motor oil essential for the normal operation of automobiles.

b) The term "Filling cum Service Station" is a place of retail business engaged in supplying goods and services essential for the normal operation of automobiles. These include dispensing Gasoline and Motor oil the sales and services of tyres, batteries and other automobiles accessories and replacement item and washing and lubrication. They do not include the body of tender work, painting or other major motors repairs and over hauling.

2) Information accompanying Notice :

i Clearance of installation of the Petrol Pump under provisions of the Petroleum Act, 1934 read with Petroleum rule, 1973 rules 155 of the Petroleum Rule 1937 sanctioned by the District Magistrate.

ii. N.O.C. obtained from Public Works Department for all proposals whether in the National Highway, State Highway etc. While N.O.C. is issued, due consideration are to be given on factors like congestion of the locality, movement of vehicles traffic in the particular read etc.

iii. Layout plans for installation of the facilities at the retail outlet such as underground tank, pipeline, dispensing pump, sale room/office drainage, toilets, electrical layout approved by the Explosive Department, Government of India.

iv. Photocopy of receipt of the application fee issued by the Council.

3) Layout Plans

i. The distance to be kept from the dispensing pump of the three side i.e. side and rear should not be less than 1.5 meters distance from a residential house. The frontage should conform as per the Indian Road Congress 13-1967 (IRC-13-1967). For installation of Petrol Pump the recommended practice for location and layout of roadside, motor filling and motor fuel filling-cum service station should conform as per the Indian road congress 12-1983 and 13-1967 (IRC-12-1983), (IRC-13-1967).

ii. The following shall be applicable for locating the petrol pump cum service stations.

A) Minimum distance from the road intersections.

(i) For minor roads having less than 30mt. R/W : 50 mt.
(ii) For major roads having R/W 30 mt. or more 100mt.

B) The minimum distance of the property line of pump from the center line of the Road should not be less than 15 meters on roads having less than 30 mt. R/W. In case of roads having 30 mt. or more R/W the R/W or the road should be protected.

C) Plot Size
(i) Only filling stations 30 mt. x 17 mt. and small size 18 mt. x 15 mt. (for two and three wheelers)
(ii) Filling-cum-service station minimum size 36 mt. x 30mt. and maximum 45 mt. x 33 mt.
(iii) Frontage of the plot should not be less than 30 mt.

73. Automated Teller Machine (ATM) :

1) Definition : ATM stands for Automated Teller Machine and basically used to perform bank transactions like withdrawal of money and to view bank statements.

2) Requirement : Every applicant has to furnish the following :

1) Site plan in the scale of 1:200 prepared by a licensed architect.

2) A photocopy of the receipt of the Application Fee issued by the Council.

3) Before opening, application shall be filed by the owner(s) and the Bank. Copy of the agreement between the Bank and the owner shall also be submitted along with the application.

4) NOC from Transport Department, Traffic Police and PWD. While N.O.C. is issued, due consideration are to be given on factors like congestion of the locality, movement of vehicles traffic in the particular road, recommendations of the Master Plan for Greater Imphal etc.

5) Any other informatin/ data required by the Council.

74. Sanction/Approval for construction/installation : All Building Plan Sanctions, Revalidation, Installations of Towers, Issue of permission for erection of filling stations and opening of ATM booths shall be examined under this Bye-law and issue NOC or Refusal for sanction within 30 days of the receipt of notice as envisaged under Section 8(1) after obtaining Planning permission under Section 17(2) of this Bye-law.

75. Repeal : The Imphal Municipality Building Bye-laws, 1969 shall be deemed to have been repealed on the date of commencement of the Imphal Municipal Council Building Bye-laws, 2012.

APPENDIX -A

A.1. QUALIFICATIONS OF THE TECHNICAL PERSONNEL

The qualifications of the technical personnel and their competence to carry out different jobs for building permit and supervision for the purpose of licensing by the Authority shall be as given below.

A.1.1. ARCHITECT :

The qualifications of Architect eligible for license will be such Degree or Diploma, which makes him eligible for such membership, or such qualifications listed in Scheduled XIV of Architect Act, 1972 and shall be registered under the Council of Architecture. Practice of profession of Architecture by the registered architect should be strictly as per provision of the Architects Act, 1972 and their competence be as per comprehensive services as specified in Architect (Professional Conduct) Regulation, 1989.

A.1.2. REGISTERED STRUCTURAL ENGINEEER (RSE)

On the basis of their academic qualifications and experience, Structural Engineers shall be "Registered" in three "Grades". The eligibility criteria for registration in each "Grade" and the "Scope of Work" which can be entrusted to the Structural Engineer of each "Grade" are given below. The registration may be cancelled permanently or for a specified period for unprofessional conduct.

Grade- 1

Scope of Work : To prepare structural design and structural drawings of high rise buildings, Educational Institutes, Hospitals, Public Buildings, Sepcial Structures, Lifeline Buildings and the likes.

Eligibility :

B.E. Civil or equivalent with minimum 5 years experience (after attaining the degree) in structural design work at a responsible position as a structural designer OR;

M.E. Structures/Earthquake Engineering or Ph.D in Structural Engineering with minimum 2 years of experience (after attaining the degree) in structural design work at a responsible position as structural designer.

The experience as stated above shall be under a Structural Engineer on Record (This requirement shall be waived for the first ten years of the promulgation of these Regulations).

Grade- II

Scope of work : To prepare structural design and structural drawings of various buildings having ground floor+3 upper floors (Plinth Area upto 2000 square metre).

Eligibility :

B.E. Civil or equivalent with minimum 2 years experience (after attaining the degree) in structural design work at a responsible position as a structural designer OR;
M.E. Structures/Earthquake Engineering or Ph.D in Structual Engineering
The experience as stated above shall be under a Structural Engineer on Record

Grade-III

Scope of work : To prepare structural design and structural drawings of various buildings G+2 and upto 200 sq. meters total floor area.

Eligibility B.E. (Civil)/Diploma in Civil engineering +AMIE

A.2. REGISTRATION OF PROFESSIONALS :

The Council shall register Town Planners (RTP), Architects (RA), Structural Engineers (RSE), Structural Design Agencies (RSDA), Geo-Technical Engineers (RGE), Construction Engineers (RCE), Construction Management Agency (RCMA), Quality Audit Agencies (RQAA), Developers (RD), wherever applicable, till such time there is no legislative frame for the professionals like engineers and others similar to Architects Act, 1972. Application for registration shall be submitted by these professionals to the Council. Registration shall be valid for a period of one year and shall be renewable.

A.2.1. REGISTERED CONSTRUCTION ENGINEER (RCE) :

1) The requirements for registration shall be :
 a) B.E. Civil, or equivalent with two years experience in construction OR;
 b) Diploma in Civil Engineering with seven years experience in construction.
 c) B. Arch or its equivalent with two years of experience in construction.

 The experience as stated above shall be under one or more Construction Engineer on Record of under one or more reputed construction companies. Such company of companies established within or outside the area of jurisdiction of the Council shall be of minimum ten years of standing.
2) The registration shall be renewed every one year.
3) The registration may be cancelled for unprofessional conduct permanently on for a specified period.

A.2.2. REGISTERED CONSTRUCTION MANAGEMENT AGENCY (RCMA)

1) The requirement for registration shall be
 a) Owner of a proprietary firm shall be an RCE
 b) Fifty percent partners of a partnership firm shall be RCE
 c) A designed officer of a limited company shall be RCE
2) The registration shall be renewed every one year.
3) The registration may be cancelled for unprofessional conduct permanently or for a specified period.

A.2.3. REGISTERED QUALITY AUDITOR (RQA)

1) The requirements for registration shall be :
 a) B.E. Civil; or equivalent with five years experience in testing of building materials including concrete and/or experience in quality control work with a reputed construction agency
 b) M.E. (Civil) or equivalent with two years experience as above
 c) B. Arch or equivalent with five years of experience in quality control aspects of construction
 d) The experience as stated above shall be under one or more registered quality inspector/s of one or more reputed construction agencies of minimum ten years of standing from within or outside the area of jurisdiction of the Council.
2) The registration shall be renewed after every one year.

3) The registration may be cancelled for unprofessional conduct permanently or for a specified period.

A.2.4. REGISTERED QUALITY AUDIT AGENCY (RQAA)

1) The requirement for registration shall be
 a) Owner of a proprietary firm shall be QAR
 b) Fifty percent partners of a partnership frim shall be QAR
 c) A designed officer of a limited company shall be QAR
2) The registration shall be renewed every three years
3) The registation may be cancelled for unprofessional conduct permanently or for a specified period

A.2.5. REGISTERED GEO-TECHNICAL AGENCY (RGA)

For foundation work, where required as per Regulation services of a Geo-Technical Agency on Record

1) The requirement for registration shall be
 a) Owner of a propriety firm shall be M.E. (or equivalent) in Geo-Technical Engineering with minimum 10 years of experience
 b) Fifty percent of a partnership firm shall have educational qualifications as in (i) but a minimum 5 years experience
 c) A designated officer of a limited company shall have qualifications as (i)
 d) The experience as stated above shall be under one or more Geo-Technical Agency on Record. Such agencies established within or outside the area of jurisdiction of the Council shall be of minimum ten years of standing
 e) The agency has a Registered Laboratory. Any individual possessing qualifications as in (i) and hiring services of either RGA or Registered Testing Laboratory shall also be eligible for registration.
2) The registration shall be renewed every one year
3) The registration may be cancelled for unprofessional conduct permanenty or for a specified period.

A.2.6. TOWN PLANNER ON RECORD (TPR)

The qualifications, responsibility and the professional charges shall be applicable as perescribed by the institute of Town Planners, India for their members for rendering professional services.

B.1. APPOINTMENT OF PROFESSIONALS :

The Owner/Developer shall appoint Town Planner on Record (TPR), Architect on Record (AR), Engineer on Record (ER), Structural Engineer on Record (SER), Structural Design Agency on Record (SDAR), Geotechnical engineer on Record (GER), Construction Engineer on Record (CER), (CMAR), and Quality Auditor on REcord (QAR) and Quality Audit Agency on Record (QAAR) as required A proper written agreement(s), in a standard format(s), should be entered upon with such professional(s) engaged.

B.1.1. The Owner/Developer shall appoint the following professionals, out of the registered professionals described in B.1 above for every project as required.

-Town Planner on Record (TPR)
-Architect on Record (AR)
-Structural Engineer on Record (SER)

-Structural Design Agency on Record (SDAR)
-Geo-Technical engineer on Record (GER)
-Construction Engineer on Record (CER)
-Construction Management Agency on Record (CMAR)
-Quality auditor on Record (QAR)
-Quality Audit Agency on Record (QAAR)

B.1.2. The Owner/Developer shall submit a list of the appointed profesionals on Record with the application for building permission to the Council (Consent/undertaking from these professionals needed in the required format at the time of seeking building permission)

B.1.3. In case the Owner/Developer changes any of the professional on Record intimation to that effect shall be sent to the competent authorities, along with a no-objection certificate from the professional who is being changed.

B.2 GENERAL DUTIES AND RESPONSIBLITIES OF PROFESSIONALS :

1) Each professional shall clearly indicate on every plan, document and submission, prepared by him the details of his/her designation with registration number and date full name and his/her address below the signature for identification.

2) The Structural Engineer on Record and Architect on Record shall be responsible for adhering to the provisions of the relevant and prevailing 'Indian Standard Specifications'. They will not be held responsible for the severe damage or beyond the design forces provided in the above 'Indian Standard Specifications'.

B.2.1. STRUCTURAL ENGINEER ON RECORD (SER) :

Duties and Responsibilities :

1) At the time of seeking permission from Council for starting construction, the owner shall submit an undertaking from SER or SDAR that
 a) The SER/SDAR is agreeable to accept the assignment to prepare designs, drawings
 b) The designs shall be carried out according to relevant national codes and specifications and good engineering practice.
 c) A structural design report giving sailent features of the structure, loads and soil characteristics and capacity, etc. shall be submitted in the prescribed format.
2) In the case of high-rise buildings and special structures, SER/SDAR shall
 a) prepare preliminary design of the structure in addition to the Report indicated in 1 (c) above.
 b) Get required soil (geo-technical) investigation done from an approved laboratory and submit the report concerning the same in prescribed format to the Authority
 c) Get the Preliminary Design checked through third party verification by a member of Structural Design Review Panel and submit a certificate concerning the same to the Council. Provided that in case of high rise buildings having seven or more structural floors and special structures detailed design verification of major structural components will be required.
3) All Reports and other submissions to the Council by and on behalf of the SDAR shall only be signed by Registered Structural engineer (SER) as a proprietor, partner or as a designated officer of the company.
4) To prepare a report of the structural design.

a) To prepare detailed structural design and to prescribe the method and technique of its execution strictly on the basis of National Building Code or relevant Indian Standrad Specifications.

b) To prepare detailed structural drawings and specifications for execution indication thereon, design live loads, safe soil bearing capacity, specifications of material, assumptions made in design, special precautions to be taken by contractor to suit the design assumptions etc. whatever applicable.

c) To advise the Owner/Architect/Engineer for arranging for tests and their reports for soil, building material etc. for his evaluation and design consideration.

d) To prepare the revised calculations & drawings in case of any revision with reference to the earlier submission of drawings & design in a particular case.

e) To inform in writing the Council within 7 days, if for any reason, he/she is relieved of his appointment/responsibilities as the registered structural designer for the development.

B.2.2. CONSTRUCTION ENGINEER ON RECORD (CER)

All construction work shall be carried out under the supervision of a Construction Engineer on Record.

1) To adhere strictly to the structural drawings, specifications and written instructions of the Structural Engineer on Record and Architect on Record/Engineer on Record
2) To follow the provision of N.B.C. or I.S. specifications as regrads materials, components, quality control and the process of construction
3) To provide for safety of workers and others during excavation, construction and erection
4) To provide safe and adequate temporary structure required for construction and erection
5) To bring to the notice of the structural designer and Architect/Engineer any situation of circumstances which in his opinion are liable to endanger the safety of the structure
6) To deposit with the Authority one set of working drawings of the works executed along with the progress certificates before proceeding with the next stage of the work
7) He/she shall be in overall charge of the site and responsible for overall supervision of the work
8) He/she shall ensure that all the work under his charge is carried out in conformity with the approved drawings and as per the details and specifications supplied by the registered Architect/Engineer
9) He/she shall take adequate measures to ensure that no damage is caused to the work under construction and adjoining properties
10) He/she shall also ensure that no undue inconvenience is caused in the course of his/her work to the people in the neighbourhood.
11) He shall also ensure that no nuisance is caused to traffic & neighbouring people by way of noise, dust, smell, vibration etc. in the course of his/her work

B.2.3. CONSTRUCTION MANAGEMENT AGENCY ON RECORD (CMAR)

Construction work for a high-rise building or Special structures shall be carried out by a Construction management Agency on Record.

Duties and responsibilities :

1) At the time of seeking permission from Council for starting construction of a highrise building or special structures, the Owner shall submit, an undertaking from CMAR that
 a) The CMAR is agreeable to accept the assignment to execute the project as per designs, drawings and specifications

b) The CMAR shall install a Quality Asssurance programme by retaining on independent Quality Audit Agency on Record (QAAR) and submit a ceritifiate concerning the same to the Owner/Developer as well as to the Council. The appointed QAAR shall be acceptable to the Owner/Developer. (The text is put in italics as it does not specifically apply/reate for registration.)

2) Upon completion of the construction work of the high-rise building and special structures the CMAR shall intimate to the Owner/Developer that the work has been carried out according to the design drawings and specifications and written instructions of SDAR as per guidance of the QAAR

3) The CMAR shall submit a report and certifacate in the prescribed format from the QAAR that the quality assurnce programme has been satisfactority carried out on the construction work. This report and certificate shall be submitted to the Owner/Developer for final submision to the Authority

4) All Reports and other submissions to the competent Authority by and on behalf of the CMAR shall only be signed by Construction Engineer on Record (CER) as a proprietor, partner or as a designated officer of the company.

B.2.4. QUALITY AUDITOR ON RECORD (QAR)

The construction work of a high-rise building executed by CMAR shall be under an independent quality inspection programme prepared and implemented under the supervision of an independent QAR

B.2.5. QUALITY AUDIT AGENCY ON RECORD (QAAR)

For all high-rise construction and special structures, it will be necessary to have an independent Quality inspection Programme, which will be determined and executed by an independent quality audit Agency on Record (QAAR).

1) At the time of seeking permission from Council for starting construction of a high rise building, lifeline buildings or special structures CMAR shall submit an undertaking from QAAR that :

 a) The QAAR is agreeable to accept the assignment to implement the quality inspection programme and that the appointed QAAR is acceptable to the Owner/Developer

 b) The QAAR will get all the testing of building materials, concrete etc. done by an independent approved testing laboratory.

2) During construction of a high-rise building and special structures the QAAR shall carry out necessary testing of materials as well as non-destructive testing of structural components with the help of approved testing laboratory and submit to the CMAR and the owner/ developer the reports as per quality inspection programme

3) Upon completion of the construction of high-rise building or the special structure the QAAR shall submit the report and certificate in the prescribed format based on the quality inspection programme. This report and certificate will be submitted to the CMAR and the owner/developer for final submission to the Authority

4) All reports and other submission to the CMAR by QAAR shall only be signed by Quality auditor on Recrod (QAR) as proprietor, partner or as a designated officer of the company.

B.3.6. GEO-TECHNICAL AGENCY ON RECORD (GAR)

All buildings described in Section 57 shall have, for foundation work, services of a Geotechnical Agency on Record.

Duties and Responsibilities :

a) To carry out soil investigation at proposed locations as per specifications of Structural Engineer on Record (SER) of Structural Design Agency on Record (SDAR)

b) To recommend various type foundation for proposed structure and loading with supporting calculations

c) To enable SER or SDAR to take site decision to case strata different than soil investigation report is met with

d) To list out precautionary measures so that there is no damage to adjacent property

C. DEVELOPER :

Duties and responsibilities :

1) To obtain and submit to the Council/Authority, along with application for development permission, each progress report and application for occupation certificate.
2) To appoint an Architect on Record/Engineer on Record and Structual Engineer on Record
3) To obtain at relevnt stages certificates from them, for submission to the Council, that in designing the real estate development and providing detailed drawings and specifications for it they have complied with requirements as laid out in the GDCR Regulations.
4) To appoint a registered CER as site supervisor
5) To obtain and adhere to the quality assurance procedure prepared by the registered site supervisor
6) To adequately enable the site supervisor to carry out his responsibilities
7) To certify along with the site supervisor that construction of the real estate development has been carried out as per the design, detailed drawings and specifications provided by the Architect on Record/Engineer on Record and Structural Engineer on Record
8) To obtain building permission from the Authority prior to commencement of construction of the real estate development
9) To regularly submit progress reports and certificates as required by the Authority
10) To inform in writing the Authority within 7 days, if for any reason be ceases to be the developer or is relieved of his responsibilities as the developer of the real estate development
11) To inform in writing the Authority within 7 days, if for any reason any of the registered professionals appointed by him have been relieved of their responsibilities or have resigned.
12) The appointment of the registered Architect/Engineer on Record shall mean that he (the Developer) has authorized the Architect on Record/Engineer on Record to do all things necessary and to take all adequate measures for preparing the design, drawings and specifications for the project and to appoint on his behalf appropriate persons to act as registered, clerk of works site supervisor, required for the proper execution of the project and to retain on behalf of the owner any other specialist or expert required on the work of the project
13) He shall not cause or allow any deviations from the approved drawings in the course of the execution of the project against the instruction of Architect on Record/Engineer on Record/Site Supevisor on Record/Clerk of Works on Record/Structural Engineer on Record and shall bear all responsibility for any irregularity committed in the use and function of the building or its parts for which the approval has been obtained.
14) When no registered construction contractor or site supervisor is required to be appointed he shall be responsible for their duties and responsibilities under the byelaws.
15) He shall not commence the use of building or shall not give the possession to occupy the building to any one before obtaining the occupancy certifcate from the Authority

16) He shall provide adequate safety measures for structural stability and protection against fire hazards likely from installation of services like electrical installation, pumbing, drainage, sanitaion, water supply etc. wherever required under the regulations.

17) He shall exhibit the names of registered persons only on site and no additional names will be exhibited/displayed

18) He shall explain the construction design and to intended use as per approved plan only, to the prospective purchaser of the premises under construction

19) He shall make available copies of titles for the land, approved plans and all certificates issued to the Authority under these Byelaws.

D. OWNER :

In relation to any property, includes any person who is for the time being, receiving or entitled to receive, whether on his own account or on account of or on behalf of or for the benefit of any other person or as an agent, trustee, guardian, manager or receiver for any other person or for any religious or charitable institution, the rents or profits of the property, and also includes a morgaging possession thereof.

E. Annual Rate of License/Annual Fees of Technical Personnel :

Annual license fee of Town Planner on Record (TPR), Architect on Record (AR), Structural Engineer on Record (SER), Structural Design Agency on Record (SDAR), Geo-Techinical Engineer on Record (GER), Construction Engineer on Record (CER), Construction Management Agency on Record (CMAR), Quality Auditor on Record (QAR) and Quality Audit Agency on Record (QAAR) is Rs. 5,000/- (Rupees five thousand) only per year. For the Architects on Record who had already registered with the Council of Architecture, New Delhi, no payment of fee is required at the time of registration.

APPENDIX -B
STRUCTURAL DESIGN BASIS REPORT

1. This report to accompany the application for Building Permission.
2. In case information on items 3, 10, 17, 18 and 19 cannot be given at this time, it should be submitted at least one week before commencement of construction.

Part 1 General Data			
Sl. No.	Description Information	Notes	
1	Address of the building * Name of the building * Plot number * Subplot number * TPS scheme a. Name b. Number * Locality/Township * District		
2	Name of the owner		
3	Name of builder on record		
4	Name of Architect/Engineer on record		

5.	Name of Structural Engineer on record		
6.	Use of the building		
7.	Number of storeys above ground level (including storey to be added later, if any)		
8.	Number of basements below ground level		
9.	Type of structure ■ Load bearing ■ R.C.C. frame ■ R.C.C. frame and shear walls ■ Steel frame		
10.	Soil data ■ Type of soil ■ Design safe bearing capacity		 IS : 1893 CI.6.3.5.2 IS : 1904
11.	Dead load (unit weight adopted) ■ Earth ■ Water ■ Brick masonry ■ Plain cement concrete ■ Reinforced cement concrete ■ Floor finish ■ Other fill materials ■ Piazza floor fill and landscape		 IS : 875 Part 1
12.	Imposed (Live) loads ■ Piazza floor accessible to Fire Tender ■ Piazza floor not accessible to Fire Tender ■ Floor loads		IS : 875 Part 2
13.	Cyclone/Wind ■ Speed ■ Design pressure intensity		IS : 875 Part 3
14.	Seismic zone		IS : 1893 (2002)
15.	Importance factor		IS : 1893 (2002) Table 6
16.	Seismic zone factor (Z)		IS : 1893 Table 2
17.	Response reduction factor		IS : 1893 Table 7
18.	Fundamental natural period–approximate		IS : 1893 CL. 7.6
19.	Design horizontal acceleration spectrum value (A_h)		IS : 1893 CL. 6.4.2
20.	■ Expansion/Separation joints		

- Enclose small scale plants of each floor on A4 sheets.
- In case terrace garden is provided, indicate additional fill load and live load.
- Indicate on a small scale plan on A4 sheet.

APPENDIX–B (continued)

<table>
<tr><td>Part 2</td><td colspan="3">Laod bearing masonry buildings</td></tr>
<tr><td>Sl. No.</td><td>Description</td><td>Information</td><td>Notes</td></tr>
<tr><td>1</td><td>■ Building Category</td><td></td><td>IS : 4326 CL. 7 read with IS : 1893
<table>
<tr><td>Zone
Bldg</td><td>II
III
IV
V</td></tr>
<tr><td>Ordinary</td><td>B
C
D
E</td></tr>
<tr><td>Important</td><td>C
D
E
E</td></tr>
</table></td></tr>
<tr><td>2</td><td>Basement provided</td><td></td><td></td></tr>
<tr><td>3</td><td>Number of floors including ground floor (all floors including stepped floors in hill slopes)</td><td></td><td></td></tr>
<tr><td>4</td><td>Type of wall masonry</td><td></td><td></td></tr>
<tr><td>5</td><td>Type and mix of mortar</td><td></td><td>IS : 4326 CL. 8.1.2</td></tr>
<tr><td>6</td><td>Re : size and position on openings (see note No. 1)
■ Minimum distance (b_5)
■ Ratio ($b_1+b_2+b_3$)/l_1 or (b_6+b_7)l_2
Minimum pier width between consequent opening (b_4)
■ Vertical distance (h_3)
■ Ratio of wall height to thickness 4
■ Ratio of wall length between cross wall to thickness</td><td></td><td>IS : 4326
Table 4, Fig. 7</td></tr>
</table>

1	2	3	4
7	Horizontal seismic band ■ At plinth level ■ At window sil level ■ At lintel level ■ At ceiling level ■ At eave level of sloping roof ■ At top of gable walls ■ At top of ridge walls	IP TP NA ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	(See Note No. 2) IS : 4326 CL 8.4.6 IS : 4326 CL 8.3 IS : 4326 CL 8.4.2 IS : 4326 CL 8.4.3 IS : 4326 CL 8.4.3 IS : 4326 CL 8.4.4
8	Vertical reinforcing bar ■ At corners and T junction of walls ■ At jambs of doors and window openings	☐ ☐ ☐ ☐ ☐ ☐	IS : 4326 CL 8.4.8 IS : 4326 CL 8.4.9
9	Integration of prefab roofing/flooring elements through reinforced concrete screed	☐ ☐ ☐	IS : 4326 CL 9.1.4
10	Horizontal bracings in pitched truss ■ In horizontal plane at the level of ties ■ in the slopes of pitched roofs	☐ ☐ ☐ ☐ ☐ ☐	

Notes :

1. Information in item 6 should be given on separate A4 sized sheets for all walls with large number of openings
2. IP. Indicated "Information Provided"
3. TP indicates "Information to be provided"
4. NA indicates "Not applicable"
5. Tick mark one bax.

APPENDIX–B (continued)

Part 3 Reinforced concrete framed buildings			
Sl.No.	Description	Information	Notes
1	Type of building Regular frames ■ Regular frames with shear walls ■ Irregular frames ■ Irregular frames with shear walls ■ Soft storey		IS : 1893 CL. 7.1
2	Number of basements		
3	Number of floors including ground floor		
4	Horizontal floor system ■ Beams and slabs ■ Waffles ■ Ribbed floor ■ Flat slab with drops ■ Flat plate without drops		
5	Soil Data ■ Type of soil ■ Recommended type of foundation – Independent footings – Raft – Piles ■ Recommended bearing capacity of soil ■ Recommended, type, length, diameter and load capacity of piles ■ Depth of water table ■ Chemical analysis of ground water ■ Chemical analysis of soil		IS : 1498
6	Foundations ■ Depth below ground level ■ Type ■ Independent ■ Interconnected ■ Raft ■ Piles		
7	System of interconnecting foundations ■ Plinth beams ■ Foundation beans		IS : 1893 CL. 7.12.1
8	Grades of concrete used in different part of building		

1	2	3	4
9	Method of analysis used		
10	Computer software used		
11	Torsion included		IS : 1893 CL. 7.9
12	Base shear a. Based on approximate fundamental period b. Based on dynamic analysis c. Ration of a/b		IS : 1893 CL. 7.5.3
13	Distribution of seismic forces along the height of the building		IS : 1893 CL. 7.7 (provided sketch)
14	The column of soft ground storey specially designad		IS : 1893 CL. 7.10
15	Clear minimum cover provided in ■ Footing ■ Column ■ Beams ■ Slabs ■ Walls		IS : 456 CL. 26.4
16	Ductile detailing of RC frame ■ Type of reinforced used ■ Minimum dimension of beans ■ Minimum dimension of columns ■ Minimum percentage of reinforcement of beans at any cross section ■ Maximum percentage of reinforcement at any section of beam ■ Spacing of transverse reinforcement in 2-d length of beams near the ends. ■ Ratio of capacity of beams in shear to capacity of beams in flexure ■ Maximum percentage of reinforcement in column		IS : 456 CL. 5.6 IS : 13920 CL. 6.1 IS : 13920 CL. 7.1.2 IS : 456 CL. 26.5.1.1.(a) IS : 13920 CL. 6.2.1 IS : 456 CL. 26.5.1.1.(b) IS : 13920 CL.6.2.2 IS : 13920 CL.6.3.5

1	2	3	4
	■ confining stirrups near ends of columns and in beam-column joints a. Diameter b. Spacing ■ Ration of shear capacity of columns to maximum seismic shear in the storey		IS : 456 CL. 26.5.3.1 IS : 13920 CL. 7.4

General Notes

1. A certificate to the effect that this report will be completed and submitted at least one month before commencement of construction shall be submitted with the application for Building Development Permission.

2. In addition to the completed report following additional information shall be submitted, at the latest, one month before commencement of construction.

2.1 Foundations.

2.1.1 In case raft foundation has been adopted indicate K value used for analysis of the raft.

2.1.2 In case pile foundations have used give full particulars of the piles, type, dia, length, capacity.

2.1.3 In case of high water table indicate system of countering water pressure, and indicate the existing water table, and that assumed to design foundations.

2.2 Idealization for earthquake analysis.

2.2.1 In case of a composite system of shear walls and rigid frames, give distribution of base shear in the two systems on the bassis of analysis and that used for design of each system.

2.2.2 Indicate the idealization of frames and shear walls adopted in the analysis with the help of sketches.

2.3 Submit framing plants of each floor.

2.4 In case of basements, Indicate the system used to contain earth pressures.

APPENDIX–B (continued)

Part 4		Buildings in structural steel	
1	Adopted method of Design	O Simple O Semi-rigid O Rigid	IS : 00; CL.3.4.4 IS : 800; CL. 3.4.5 IS : 800; CL. 3.4.6
2	Design based on	O Elastic analysis O Plastic analysis	IS : 00; Section-9 SP : 6 (6)
3	Floor construction	O Composite O Non composite O Boarded	
4	Roof construction	O Composite O Non-composite O Metal O Any other	
5	Horizontal force resisting system adopted	O Frames O Braced frames O Frames and shear Walls	Note : Seismic force As per IS : 1893 would depend on system
6	Slenderness ratios maintained	Members definded in Table 3.1, IS : 800	IS : 800; CL.3.7
7	Member of deflection limited to	Beams, Crane Girders Purlins Top of columns	IS: 800; CL. 3.13 Rafters
8	Structural members	O Encased in concrete O Not encased	IS : 800; Section-10
9	Proposed thickness Specified for corrosion meterials	O General weld-able O High strength O Cold formed O Tubular	IS : 2062 IS : 8500 IS : 801, 811 IS : 806
10	Minimum metal protection	O Hot rolled sections O Cold formed sections O Tubes	IS : 800; CL. 3.8 CL. 3.8.1 to CL. 3.8.4 CL. 3.8.5 CL. 3.8.5
11	Structural connections	O Rivets O CT Bolts O SHFG Bolts O Black Bolts	IS : 800; Section-8 IS : 1929, 2155, 1149

		O Welding-filed Shop (Specify welding type proposed) O Composite	IS : 6639, 1367 IS : 3757, 4000 IS : 1363, 1367 IS : 816, 814, 1395 7280, 3613, 6419 6560, 813, 9595
12	Minimum fire rating Proposed with method	O Rating hours O Method proposed– – In tumescent painting – Spraying – Quilting – Fire retardant boarding	IS : 1641, 1642, 1643

FORM I

BUILDING PLAN APPLICATION FORM

To,

The Executive Officer,
Imphal Municipal Council, Imphal

Sub : Building Plan Application.

Sir/Madam,

I/We hereby apply for permission to undertake development and carry out :

1. Construction of.....storied building.
2. Re-construction of an existing building.
3. Alteration/addition to the existing building.
4. Revalidation/Renewal of plan for construction of all.....storied building.
5. Certificate of Undertaking as per Form I(d)
6.(if any other please specify)

In respect of Patta No.....Dag No.....Village No.....
at.....Ward No. of Imphal Municipal Council. The said land and building shall be used for.....purpose.

I/We enclosed herewith the following 4 (four) plans, other details and specifications duly signed by me and the Architect/Engineer/Group Agency.....bearing Registered No.....
Licence No..... who has/have prepared the plan, designs etc. And who will supervise the developments.

I/We the owner(s) of every part of the land/building to which this application relates. Request, permission for the above development may kindly be considered.

The Building permit fee as required under bye-laws.....has been deposited vide receipt No.....dated.....(photocopy enclosed).

Place : Signature of Owner(s)

Date : Name of Owner(s)

FORM II
CERTIFICATE OF UNDERTAKING BY ARCHIITECT

With respect to the building work of erection, re-erection or for making alteration in the building located at.....Patta No.....
Dag No.....Village No..... of Ward No.....
of Imphal Municipal Council, I certify that I am a Licensed Architect duly registered with the Council Vide Registration No.....or that I am an Architect by profession and duly registered with the Council of Architecture, New Delhi vide Registration No.....

1. That I have been engaged as an Architect for preparing the Building plans and to supervise construction in respect of building of Shri/Smt.....situated at ward No..... of Imphal Municipal Council.

2. That I have personally inspected that site. The plot has been demarcated at site and the size, shape and area of plot available at site tallies with the land document.

3. That there is no construction in existence at the plot and no construction shall be started before sanction of the building plans.

4. That there is no encroachment on the Municipal land/road/other property and road widths as shown in the layout plan are available at site.

5. That the proposal have been prepared strictly in accordance with the Building Byelaws/ rules/ regulation and practice of the Council and no misinsterpretation on inference of provision of Building Bye-law has been done while preparing the plans.

6. The construction shall be carried out strictly in accordance with the sanctioned building plans and in case any deviation is carried out, I shall inform the Council within 48 hours.

7. That in case the owner dispenses with my services at any stage whatsoever, I shall inform the Council within 48 hours.

8. That mandatory setbacks have been proposed and shall be maintained in accordance with the setbacks marked in the layout plan/Master Plan/byelaws.

9. That nothing has been concealed and no misrepresentation has been made while preparing and submitting the building plans.

10. That in case anything contrary to the above is found or established at any stage, the Council shall be at liberty to take any action as it may deem fit including revocation of sanction of building plans and debarring me for submission of building plans with the Council and also lodge a complaint with the Council of Architecture for appropriate action/take action as deemed fit. (Strike out whichever is inapplicable).

Signature of owner
with date

Signature of the Registered Architect/
Architect on Record with Registration No. & date.

Name :

Address :

FORM III

CERTIFICATE OF UNDERTAKING BY STRUCTURAL ENGINEER ON RECORD (SER)
(Only in respect of Lifeline & Special Building and Special Structures)

With respect to the building work of erection, re-erection or for making alteration in the building located at..... Patta No.....Dag No.....Village No.....of Ward No. of Imphal Municipal Council, I certify that I am a Licensed/ Registered Structural Engineer duly registered with the Council vide Registration No.....

1. That I have been engaged as a Registered Structural Engineer for preparing the Structural Design Basis Report, detailed structural design and detailed structural drawings for preparing the Building plans of Shri/ Smt.....situated a t ward No. of Imphal Municipal Council.

2. That I am fully conversant of my duties and responsibilities under the regulations and assure that I shall fulfil them in all respects.

3. That I have prepared and signed a structural design basis report (SDBR).

4. That I undertake to carry out a detailed structural design and prepare structural drawings of the proposed building as per the latest Indian standard Specifications, ther structural safety require- ments for all situations including natural disasters like cyclone & earthquake etc., as applicable, as stipulated under Chapter VII of this Bye-law, Part-6 (Structural Design) of the National Building Code of India, 2005 and other relevant codes.

5. That undertake to supply the owner and the Registered Construction Engineer the detailed structural drawings. If my services are terminated, I undertake to intimate the Council in writing.

Signature of owner
with date

Signature of the Structural Engineer
on Record with Registration No. & date.

Name :

Address :

.....

Tel. No. :

FORM IV

CERTIFICATE FOR STRUCTURAL SAFETY

With respect to the building work of erection, re-erection or for making alteration in the building located at.....Patta No.....Dag No.....and Village No.....of Ward No.....of Imphal Municipal Council, I certify that the structural plans and details of the building submitted for approval satisfy the structural safety requirements for all situations including natural disasters like cyclone & earth quake etc., as applicable, as stipulated under Chapter VII of this Bye-law, Part-6 (Structural Design) of the National Building Code of India, 2005 and other relevant codes; and the information given therein is factually correct to the best of my knowledge. I will be responsible and liable for action by the Council if the plan/design contain misrepresentation or fraudulent information and the construction is made in deviation of approved plan or if there is any structural failure due to wrong/unsafe structural design. If my services are terminated, I undertake to intimate the Council in writing.

Signature of owner
with date

Signature of the Registered Structural
Engineer on Record with Registration & date.

Name :
.....

Address :
.....

FORM V

CERTIFICATE OF UNDERTAKING BY CONSTRUCTION ENGINEER ON RECORD (CER)

With respect to the building work of erection, re-erection or for making alteration in the building located at.....Patta No.....Dag No.....Village No.....of Ward No. of Imphal Municipal Council, I certify that I am a Licensed/Registered Construction Engineer on Record duly registered with the Council vide Registration No.....

1. That I have been engaged as a Construction Engineer on Record for Building plans of Shri/ Smt.....situated at Ward No.....of Imphal Municipal Council.

2. That I am fully conversant of my duties and responsibilities under the regulations and assure that all the works under my charge shall be executed in accordance with the drawings and specifications prepared for this project.

Signature of owner with date

Signature of the Construction Engineer on Record with Registration No. & date.

Name :

Address :

.....

Tel. No.....

FORM VI
STATEMENT OF THE PROPOSAL AND CERTIFICATE
By the owner and Registered Architect

With respect to the building work of erection, re-erection or for making alteration in the building located
at.....of
Shri/Smt.....Patta
No.....
Dag No.....of Village No.....of Ward
No.....of Imphal Municipal Plot Area :.....Square Metre.

AREA STATEMENT			
DESCRIPTION	**PERMISSIBLE**	**PROPOSED SQ. MT.**	**REMARKS SQ. MT.**
Maximum Ground Coverage			
Basement			
Ground Floor			
First Floor			
Second Floor			
Third Floor			
Total Floor Area			
Floor Area Ratio			
Maximum height (in metres)	**Permissible :**	**Proposed :**	
Setbacks	**PERMISSIBLE**	**PROPOSED (in metres)**	
Front			
Rear			
Left			
Right			
Parking Spaces **Parking Spaces**			
Parking (No. of Cars)	**Ground Floor covered parking**	**Open Space Parking**	

We hereby certify that

1. Plot is lying vacant and no construction shall be started before sanction.
2. The plot is free from all encumbrances.

Signature of Owners(s) Signature of Registered Architect

Name.....
Name.....
(in block letters) (in block letters)
Address.....
Address.....
.....
.....

FORM VII

OFFICE OF THE
IMPHAL MUNICIPAL COUNCIL

BPS No..... Imphal, the 00/00/0000

To,

.....
.....
.....

Subject : **Building Permission Sanction**

Sir/Madam,

With reference to your application dated.....for the grant of sanction to construction/re-construction/alteration/addition in the building to carry out the development specified in the said appplication situated in/at.....Ward No..... of Imphal Municipal Council, I am to state that the Council subject to the following conditions and corrections done in the plans has sanctioned the same on.....

(1) The plans are valid upto.....day.....months.....year.

(2) The construction will be undertaken as per sanctioned plan only and no deviation from the bye-laws will be permitted without prior sanction. Any deviation done against the bye-laws is liable to be demolished and the supervising licensed Architect/Engineer on Record engaged on the job will run the risk of being black listed.

(3) It will be the duty of the owner of the plot and the Architect/Engineer preparing the plans to ensure that the sanctioned plans are as per prevalent Master Plan/Zonal Plan/ Building Bye-laws. If any infringement of bye-laws remains unnoticed, the Council reserves the right to amend the plants as and when infringement come to the notice and Council will stand indemnified against any claim on this acccount.

(4) A Notice in writing shall be sent to Council before commencement of the constructions of the building as per bye-laws. Similar notice will be sent to Council when the building has reached upto foundation/foundation base/plinth level and at any other level as desired by the Council.

(5) The owner shall not occupy or permit to occupy the building or use or permit to use the building or any part thereof affected by any such work until occupany certificate is issued by the Council.

(6) Council will stand indemnified and kept harmless from all proceedings in court and before other authorities of all expenses/claims which the Council may incur or become liable to pay as a result or in consequences of the sanction accorded by it to these building plans.

(7) Building permission accorded cannot be construed as evidence in respect of right title interest of the plot over which the plan is approved.

(8) Any dispute arising out of the land record or in respect of right/title/interest after this approval, the plan shall be treated automatically cancelled during the period of dispute.

(9) The doors and window leaves shall be fixed in such a way that they shall not, when open project on any street.

(10) The owner will not convert the house into more dwelling untits on each floor than the sanctioned.

(11) The building shall not be constructed within minimum distance as specified in Indian Electric Rules from voltage lines running on side of the plot.

(12) The sanction will be void if auxiliary conditions mentioned above and other conditions imposed hereunder are not complied.

(13) The owner will use the premises for the use, which has been sanctioned.

(14) The owner will not proceed with the construction without having the supervision of an Architect/Engineer as the case may be. If he/she changes his Architect/Engineer he/she shall inform the Council about the appointment of new Architect/Engineer within 48 hours, with a proper certificate from him.

(15) The permission is valid for a period of one year with effect from the date of issue.

(16) Other conditions, if any.....

Yours faithfully,

Encl: 2 sets of sanctioned plan.

Executive Offficer,
Imphal Municipal Council.

FORM VIII

OFFICE OF THE
IMPHAL MUNICIPAL COUNCIL

BPS No..... Imphal, the 00/00/0000

To,

.....
.....
.....

Subject : **Refusal of Building Permission Sanction**

Sir/Madam,

With reference to your application dated.....for the grant of sanction to construction/re-construction/alteration/addition in the building to carry out the development specified in the said application situated in/ at……Ward No.....of Imphal Municipal Council, I am to inform you that the sacntion has been refused by Council as the work does not comply with the following provisions of Manipur Municipality Act, 1994 and Bye-laws made there under.

1.
2.
3.
4.
5.
6.

Yours faithfully,

Encl: A set of plan.

Executive Officer,
Imphal Municipal Council.

FORM IX

FORM FOR NOTICE FOR COMMENCEMENT OF BUILDING WORK

Imphal, the 00,.....0000

To,

The Executive Officer,
Imphal Municipal Council,
Imphal

Sub : **Notice for commencement of work**.

Dear Sir,

I/We hereby certify that the building work of erection, re-erection or for making alteration in the building located at.....Patta No.....Dag No.....Village No.....of Ward No. of Imphal Municipal Council will commence on 00.00.0000 as per your permission vide office communication No. BPS/0000/0000-IMC dated 00.00.0000 under the supervision of Shri/Smt.....Architect/ Construction Engineer on Record/Supervisor/Group, License No.....and in accordance with the plans sanctioned.

Signature of Owner(s) :.....

Name(s) of the Owners (in block letters)

:.....

.....

Address :.....

.....

FORM X

OFFICE OF THE
IMPHAL MUNICIPAL COUNCIL

BPS Revalidation No..... Imphal, the 00/00/0000

To,

.....
.....
.....

Subject : **Revalidation of Building Plans**

Sir/Madam,

With reference to your application dated.....for the grant of sanction to construction/re-construction/alteration/addition in the building to carry out the development specified in the said application situated in/ at.....Ward No..... of Imphal Municipal Council, I am directed to inform you that your building plan which were sanctioned on.....vide this office BPS No.....have been revalidated up to

Original sanctioned plan submitted by you is also returned herewith and kindly acknowledge receipt.

Yours faithfully,

Encl: A set of plan.

Executive Officer,
Imphal Municipal Council.

FORM XI

INTIMATION OF COMPLETION AT DIFFERENT STAGES OF CONSTRUCTION WORK

Imphal, the 00,.....,0000

To,

The
Executive Officer,
Imphal Municipal Council,
Imphal

Sub: **Intimation of completion at different stages of construction work.**

Dear Sir,

I/We hereby certify that the building work of erection, re-erection or for making alteration in the building of Shri/Smt..... located at……Patta No……Dag No.....Village No.....of Ward No.....of Imphal Municipal Council has been completed up to footing trench/column up to plinth/plinth/slab level in accordance with your permission vide office communication No. BPS/0000/0000-IMC dated 00.00.0000 under my supervision and in accordance with the sanctioned plan.

You may please fix a convenient date and time to confirm the same.

Yours faithfully,

Signature of Licensed Architect/Engineer/Supervisor

Name :.....
(in block letters)
Address :.....

.....

FORM XII

FORM OF NOTICE OF COMPLETION

Imphal, the 00,....., 0000

To,

The Executive Officer,
Imphal Municipal Council,
Imphal

Sub: **Notice of Completion.**

Dear Sir,

I/We hereby give notice that I/We have completed the erection of building/execution of the building situated at.....Patta No.....Dag No.....Village No.....of Ward No.....of Imphal Municipal Council in pursuance of the sanction granted by the Council vide office communication No. BPS/0000/0000-IMC dated 00.00.0000.

Permission to occupy or use the building may be granted.

Yours faithfully,

Signature of owner :.....

Name of Owner:.....
(in Block letters)
Address of the owner :.....

.....

FORM XIII

FORM FOR CERTIFICATE OF ARCHITECT/ENGINEER/SUPERVISOR
(To be submitted along with notice of completion)

To,

The Executive Officer,
Imphal Municipal Council,
Imphal

Sub: **Notice of Completion.**

Dear Sir,

I/We hereby certify that the erection, re-erection or material alteration in/at building of Shri/Smt.....situated at.....Ward No.....of Imphal Municipal Council has been supervised by me and has been completed on 00.00.0000 according to the plans sanctioned, sanction granted by the Council vide office communication No. BPS/0000/0000-IMC dated 00.00.0000. The work has been completed to our best satisfaction, the workmanship and all the materials (type & grade) have been used strictly in accordance with general and detailed specifications under our supervision and as per Building Bye-Laws. No provisions of the building Bye-Laws and condition prescribed or order issued there under have been transgressed in the course of the work. The building is fit for use for which it has been erected/re-erected or altered and constructed.

2. Certificate:

a. Certified that the building(s) has been costructed according to the sanctioned plan and structural design (one set of structural drawings as executed is enclosing) which incorporate the provisions of structural safety as specified in relevent prevailing IS codes standards/ Guidelines.

b. Further, certified that water harvesting as well as waste water re-cycling systems has been provided as per the anctioned building plan.

c. It is also certified that construction has been one under our supervision and guidelines and adheres to the drawings submitted and the records of supervision have been maintained by us.

d. Permission to occupy of use the building may be granted.

Signature of Structural Engineer — Signature of Registered Architect

Name.....
Name.....
License No..... — License No.....
Address.....
Address.....

FORM XIV

OFFICE OF THE
IMPHAL MUNICIPAL COUNCIL

BPS No. BPS/0000/0000-IMC Imphal, the 00/00/0000

To,

.....
.....
.....

Subject : **Completion-cum-Occupancy Certificate.**

Sir/Madam,

With reference to your notice of completion dated..... for the issue of completion cum occupation in respect of the building plan sanctioned by the Council vide office communication No. BPS/0000/0000-IMC dated 00.00.0000 has been inspected with reference to building bye-laws in respect of the structural safety, hygienic and sanitary conditions inside and in the surroundings and is declared fit for occupation/release of water/electricity connections and permitted to be occupied.

Yours faithfully,

Executive Officer,
Imphal Municipal Council.

FORM-XV

OFFICE OF THE
IMPHAL MUNICIPAL COUNCIL

BPS No. BPS/0000/0000-IMC Imphal, the 00/00/0000

To,

.....

.....

.....

Subject: Rejection of Completion-cum-Occupancy Certificate

Sir/Madam,

With reference to your notice of completion dated for the issue of
completion cum occupation certificate in respect of the building plan sanctioned by the Council vide office communication No. BPS/0000/0000-IMC dated 00.00.000 has been inspected with reference to building bye-laws in respect of the structural safety, hygienic and sanitary conditions inside and in the surroundings and is rejected for the reasons given below:

1.....

2.....

3.....

4.....

Yours faithfully,

Executive Officer
Imphal Municipal Council

FORM-XVI
INDEMNITY BOND FOR BASEMENT

(To be submitted on non-judicial stamp paper of Rs. 10/- duly attested by Oath Commissioner)

This Indemnity Bond is executed by Shri/Smt.....S/O, D/O, W/O
Shri/Smt.....hereinafter called the owners in favour
of Imphal Municipal Council, its successors or entitled.

Whereas the owner has submittted to the Imphal Municipal Council the plans for, sanction of basement/4storey building and above in the plot located
at.....
Patta No.....Dag No.....and Village No.....
of Ward No.....of Imphal Municipal Council under the provisions of the Act and and Rules and Building Regulations made there under:

And whereas the owners have agreed to sanction the aforesaid construction subject to the conditions that the owner shall indemnify the Council in the event of any loss or damage being cause to the adjoining building on account of the construction of the said basement either at the time of digging of its foundations or in the course of its construction or even thereafter and also against any claim of any concern thereto.

And, whereas, the owners have further agreed to execute an indemnity bond to the above affect and also to abide by the terms imposed by the Council to the grant of sanction for construction of the basement/4storey and above building.

Now this deep witnesses:

1. That in consideration of the sanction of the plans by Imphal Municipal Council for construction of the basement the executants undertakes that he/ she shall at all times keep authority free from any liability, loss or damages/flowing from any injury or damage caused to the adjoining buil-up properties or to any person as a consequence of the construction of at the time of digging of its foundations or during the course of its construction at any time thereafter.

2. The owner agreed and undertakes that in the event of any claim being made by any person or persons against Imphal Municipal Council either in respect of the sanction granted by the Council to the owner for the construction of basement or in respect of the construction or manner of construction of the basement by the owner of the consequences flowing from the said sanction the executants shall be responsible and liable and not authority.

3. The owner agreed and undertake to indemnity the Council fully in respect of any amount which the Council may be required to pay to any person either by way of compensation or on any other account as a result of any claim or suit or any other proceedings concerning the sanctioning of the construction of the basement or the making thereof and also in respect

5. The owner further agrees and undertakes that this bond shall remain in full force and effect till the owner faithfully observes/performs the undertaking herein before contained.

6. In witness whereof the owner above named has signed this bond this————————day of at Imphal.

Indemnifier

Witness:

(Signatures)
Name:.....

Full Address:.....

(Signatures)
2. Name :.....

Full Address:.....

N.B. Council will ask for this Bond for building with basement/4storey and above.

FORM-XVII

Application for Enrolment as Competent Technical Personnel in Imphal Municipal Council (individual)

To,
The Executive Officer,
Imphal Minucipal Council,
Imphal.

Sub: Enrolment as competent technical personnel

Dear Sir,

I hereby apply for enrolment of my name as Licensed Architect/Engineer/Town Planner/Firm to do the various works of schemes for Building Permit and supervision under Section 2(20a) of Imphal Municipal Council Building Bye-laws, in response to your Notification No.....as Architect/Engineer/Town Planner/Firm.

I do hereby also declare that I shall follow and will abide by all the rules and regulations now in force and that may be framed from time to time under the provision of the Imphal Municipal Council Building Bye-laws.

My personal bio-data are as follows-

Name :
Qualification :
(Certificate to be enclosed)
Past experience :
Father's Name :
Age :
Present Address :
Permanent Address :

I deposit herewith annual enrolment fees of Rs.....(Rupees.....) only
in cash as required.

Signature:
Dated:

N.B. I am not associated with any other similar group or agency in any manner for this purpose.

FORM-XVIII

Application for enrolment as Competent Technical Personnel in Imphal Municipal Council
(in Group or Agency)

To,
The Executive Officer,
Imphal Municipal Council,
Imphal.

Sub: Enrolment as competent technical personnel

Dear Sir,

We hereby apply for emrolment of our Group/Agency in the name and style as mentioned below, as competent technical personnel to do the various works of schemes for Building Permit and supervision under Section 2(20a) of Imphal Municipal Council Building Bye-laws in response to your notification No.....

We do hereby also declare that we shall follow and will abide by all the rules and regulations now in force and that may be framed from time to time under the provision of the Imphal Municipal

Council Building Bye laws. Name of the group and persons associated with personnal bio-data are as follows:

1. Name of the Group or Agency:
2. Present & Permanent Address:-
3. Name of persons associated:- with his/her personnal capacity and rank and personal bio-data (Certificates enclosed)

 (A)
 (B)
 (C)
 (D)

We deposit herewith the annual enrolment fees of Rs..... (Rupees.....) only in cash as required.

Signature of head of the group or agency.

Dated:

N.B. Any person associated with any group or agency will not be eligible for enrolment as an individual.

TABLE-I OFFICE BUILDING
[Clause C (i)]

Fitments	For Accommodation other than for Principals	
	For Male Personnel	For female personnel
Water closets	1 for every 25 persons or part thereof	1 for every 15 persons or part thereof
Ablution taps	1 in each water closet 1 water tap with drainage arrangements shall be provided for every 50 persons or part thereof in the vicinity of water closet and urinals	1 in each water closet
Urinals	Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons From 101 to 200 persons Add at rate of 3 percent From over 200 persons Add at the rate 2.5%	
Wash basins	1 for every 25 persons of part thereof	
Drinking water fountains	1 for every 100 persons with a minimum of one each floor	
Baths	Preferably 1 on each floor	
Cleaner's sinks	1 per floor, minimum, preferable in or adjacent to sanitary rooms	

TABLE-II FACTORIES
[Clause C (i)]

Fitments	For Male Personnel	For Female Personnel
Water Closets	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons From 101-200 persons add at the rate of 3% For over 200 persons add the rate of 2.5 percent	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons 5 for 58-77 persons 6 for 78-100 persons From101-200 persons add at the rate of 5% For over 200 persons add at the rate of 4 percent
Ablution taps	1 in each water closet	1 in each water closet
	1 water tap with draining arrangements shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals.	
Urinals	Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons Add at the rate of 3% For over 200 persons add At the rate of 2.5%	
Washing taps with draining arrangement	1 for every 25 persons or Part thereof	
Drinking Water fountains	1 for every 100 persons with a minimum of one on each floor	
Bath (preferable showers)	As required for particular trades or occupations	

Note:-For many trades of a dirty or dangerous character, more extensive provisions are required by law.

TABLE-III CINEMAS, CONCERT HALLS AND THEATRES
[Clause C (i)]

Fitments	For Male Public	For Female Public	For Male Staff	For Female Staff
Water closets	1 per 100 persons upto 400 persons For over 400 persons add at the rate of 1 part thereof	2 per 100 persons upto 200 persons For over 200 persons, add at the rate of 1 per 100 persons or part thereof	1 for 1-15 persons	1 for 1-12 persons
Ablution taps	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
	1 water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals			
Urinals	1 for 50 persons or		Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons	part thereof
Wash Basin	1 for every 200 persons or part thereof	1 for every 200 persons or part thereof	1 for 1-15 persons 2 for 16-35- persons	1 for 1-12 persons 2 for 13-25 persons

Note: It may be assumed that two-thirds of the member are males and one-third females.

TABLE-IV ART GALLERIES, LIBRARIES AND MUSEUMS
[Clause C (i)]

Fitments	For Male Public	For Female Public	For Male Staff	For Female Staff
Water closets	1 per 200 person	1 per 100 persons upto 400 persons. For over 400 persons add at the rate of 1 per 250 persons or part thereof	1 for 1-15 persons upto 200 persons. For over 200 persons, add at the rate of 1 per 150 persons or part thereof	1 for 1-12 persons
Ablution taps	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
	1 water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals			
Urinals	1 for 50 persons		Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons	
Wash Basin	1 for every 200 persons or part thereof. For over 400 persons, add at the rate of 1 per 250 persons or part thereof	1 for every 200 persons or part thereof. For over 200 persons, add 1 per 150 persons or part thereof	1 for 1-15 persons 2 for 16-35 persons	1 for 1-12 persons 2 for 13-25 persons
Cleaner's sinks		1 per floor, min		

Note: It may be assumed that two-thirds of the member are males and one-third females.

TABLE-V HOSPITALS, INDOOR AND OUTDOOR PATIENT WARDS
[Clause C (i)]

	Indoor Patient Wards		Outdoor Patient Wards	
	For Males and Females		For Males	For Females
Water Closets	1 for every 8 beds or part thereof	Water closets	1 for every 100 persons or part thereof	2 for every 100 persons or part thereof
Ablution taps	1 in each water closet plus one water tap with draining arrangement in the vicinity for every 50 beds or part thereof	Ablution taps	1 in each water closet	1 in each water closet
Wash Basins	2 upto 30 beds, add 1 for every additional 30 beds or part thereof		1 water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals	
Baths	1 bath with shower for every beds or part thereof	Urinals	1 for every 50 persons or part thereof	
Bed pan washing sinks	1 for each ward			
Cleaner's inks	1 for each ward	Warm basins	1 for every 100 persons or part thereof	1 for every 100 persons or part thereof
Kitchen sinks and dish washers (where kichen is provided)	1 for each wards			

TABLE-VI HOSPITALS
(Administrative Buildings, Medical Staff Quarters and Nurse' Homes)
[Clause C (i)]

Fitments Home	For Administrative Buildings		For Medical Staff Quarters (Hostel Type)		For Nurses' (Hostel Type)
	For Male personnel	For Females personnel	For Males Staff	For Female Staff	
Water	1 for every 25 persons or part thereof	1 for every 15 persons or part thereof	1 per 4 persons	1 per 4 persons	1 for 4-6 persons or part thereof
Ablution taps	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
	1 water tap with draining arrangements shall be provide for every 50 persons or partthereof in the vicinity of water closets and urinals				
Urinals	Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons From 101 to 200, add at the rate of 3 percent. For over 200, add at the rate of 2.5 percent				
Wash Basins	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof
Bath (with shower)	1 for each floor	1 for each floor	1 for 4 persons or part thereof	1 for 4 persons or part thereof	1 for 4-6 persons or part thereof
Cleaner's sinks		1 per floor, min	1 per floor, min		1 per floor, min

TABLE-VII HOTELS
[Clause C (i)]

Fitments	For Residential Publi	For Public Room and Staff		For Non-Residential Staff	
	For Male personnel	For Females personnel	For Males Staff	For Female Staff	
Water	1 for every 25	1 for every 15 persons or part thereof	1 per 4 persons or thereof	1 per 4 persons	1 for 4-6 persons persons or part part thereof
Ablution taps	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
	1 water tap with draining arrangements shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals				
Urinals	Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons From 101 to 200, add at the rate of 3 percent. For over 200, add at the rate of 2.5 percent				
Wash Basins	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof
Baths (with shower) thereof	1 for each floor floor	1 for each persons or	1 for 4 persons or	1 for 4 or part thereof	1 for 4-6 persons part thereofpart
Cleaner's sinks		1 per floor, min	1 per floor, min		1 per floor, min

TABLE-VII : HOTEL
[Clause C(i)]

Fitments	For Residential Public and Staff	For Public Rooms		For Non-Residential Staff	
	For Males	For Females	For Male Staff	For Female Staff	
Water Closets	1 per 8 persons omitting occupants of the room with attached water closets, minimum of 2 if both sexes are lodged	1 per 100 persons upto 400 persons. For over 400 add at the rate of 1 per 250 persons or part thereof. 1 in each water closet	2 per 100 persons upto 200 persons. For over 200 add at the rate of 1 per 100 persons or part thereof	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons 5 for 58-77 persons 6 for 78-100 persons
Ablution tap	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
	1 water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals				
Urinals		1 per 50 persons or part thereof		Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71- 1000 persons	
Wash Basins	1 per every 10 persons omitting the wash basins installed in the room suit	1 per each water closet and urinal provided	1 per each water closet provided	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons 5 for 58-77 persons 6 for 78-100 persons
Baths	1 per 10 persons omitting occupants of the room with bathing suit				
Stop	1 per 30 bedrooms: minimum				
Sinks	1 per floor				
Kitchen sinks and dish washers					

Note: If may be assumed that two-thirds of the number are males and one-third females

TABLE-VIII : RESTAURANTS
[Clause C(i)]

Fitments	For Males Public	For Females Public	For Male Staff	For Female Staff
Water Closets	1 per 50 persons upto 200 persons. For over 200 seats add at the rate of 1 per 100 persons or part thereof	1 per 50 persons upto 200 persons. For over 200 seats add at the rate of 1 per 100 persons or part thereof	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons 5 for 58-77 persons 6 for 78-100 persons
Ablution tap	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
	1 water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals			
Urinals	1 per 50 seats		Nil upto 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons	
Wash Basins	1 for every water closet provided			
Kitchen sinks and dish washers	1 in each kitchen			
Slop or service sinks	1 in the restaurant			

Note: If may be assumed that two-thirds of the number are males and one-third females

TABLE-IX : SCHOOLS

[Clause C (i)]

Fitments	Nursery School	Schools other than Nursery Schools		Boarding School	
		For Boys	For Girls	For Boys	For Girls
Water Closets	1 per 25 pupils or part thereof	1 per 60 pupils or part thereof	1 per 40 pupils or part thereof	1 per every 10 pupils or part thereof	1 per every 8 pupils or part thereof
Ablution tap	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
	1 water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity				
Urinals		1 per 50 pupils or part thereof	1 per 60 pupils or part thereof	1 for every 50 pupils or part thereof	
Wash Basins	1 per 25 pupils or part thereof	1 per 60 pupils or part thereof	1 per 60 pupils or part thereof	1 for every 10 pupils or part thereof	1 for every 10 pupils or part thereof
Baths	1 bath-sink per 40 pupils			1 for every 10 pupils or part thereof	1 for every 10 pupils or part thereof
Drinking water fountains	1 for every 100 pupils or part thereof	1 for every 100 pupils or part thereof	1 for every 100 pupils or part thereof	1 for every 100 pupils or part thereof	1 for every 100 pupils or part thereof
Cleaner's Sinks			1 per floor, min		1 per floor, min

** For teaching staff, the schedule of fitments to be provided shall be the same as in the case of office buildings (See Table-II)

TABLE-X HOSTEL
[Clause C (i)]

Fitments	For Residents and Residential Staff		For Non-Residential Staff		Rooms wherein outsiders are received	
	For Males	For Females	For Males	For Females	For Males	For Females
Water Closets	1 for every 101 persons or part thereof	for every 8 persons or part thereof	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons 5 for 58-77 persons 6 for 78-100 persons	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons rate of 1 for 250 persons or part thereof	1 per 100 persons upto 400 persons. For over 400 persons add at the rate of 1 for 100 persons or part thereof	2 for 100 persons upto 200 persons. For over 200 persons add at the rate of 1 for 100 persons or part thereof
Ablution taps	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
	1 water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals					
Urinals		1 for 25 persons or part thereof	Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons		1 per 50 persons or part thereof	
Wash basins	1 for 10 persons or part thereof	1 for 10 persons or part thereof	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons 5 for 58-77 persons 6 for 78-100 persons	1 per each water closet and urinal provided	1 per each water closet provided
Baths	1 per 10 persons or part thereof	1 for 10 persons or part thereof				
Cleaner's				1 on every floor		

Printed at the Directorate of Printing & Stationery, Government of Manipur/300-C/7-7-2012.